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Volume 3, Number 15 *August 27-September 16, 1988*

UCSF Newsbreak

A "Revival" at Candlestick on Save-a-Life Saturday, Sept. 24

A unique event will be taking place on Saturday, September 24, at Candlestick Park. "Will it be a clear, balmy day without any wind?" No. "Will the Giants be playing the Dodgers that day?" True enough, but that's not unique.

What's distinctive is that up to 3,000 Bay Area citizens will go to Candlestick that morning to be trained in emergency awareness and CPR. Sponsored by the Northern California Center for Prehospital Research and Training at UCSF, the American Red Cross—Bay Area, SF Giants, and KGO-TV and radio, the event, called *Save-a-Life Saturday*, will take place just before the Giants play the Dodgers.

Here's how it will work: Sessions start at 8:30, 9:30 and 10:30 a.m. The organizers suggest arriving before 8:30 a.m. All participants should go to parking lot C, between gates E and F, where they will be guided to the stands, and eventually to one of the 120 CPR stations on the field.

While in the stands the participants will be viewing a video demonstrating a cardiac arrest, how to use the emergency system and the basics of CPR.

Once on the field, a certified CPR trainer will give personalized instruction to each participant. Many of the stations will host celebrities who also will be learning CPR.

As a finale to the event, just before game time, a 30-minute demonstration of the emergency medical system and CPR will be given in front of what probably will be a sell-out crowd. All fans will receive a pamphlet explaining CPR and offering a discount course, plus a certificate good for two tickets to a 1989 Giants game.

Interested? Your help is needed in setting things up, ushering, etc. People also are needed to teach CPR. You'll get a free T-shirt and have a great time. For further information call Ellen Weber, MD, at 800-447-1107.

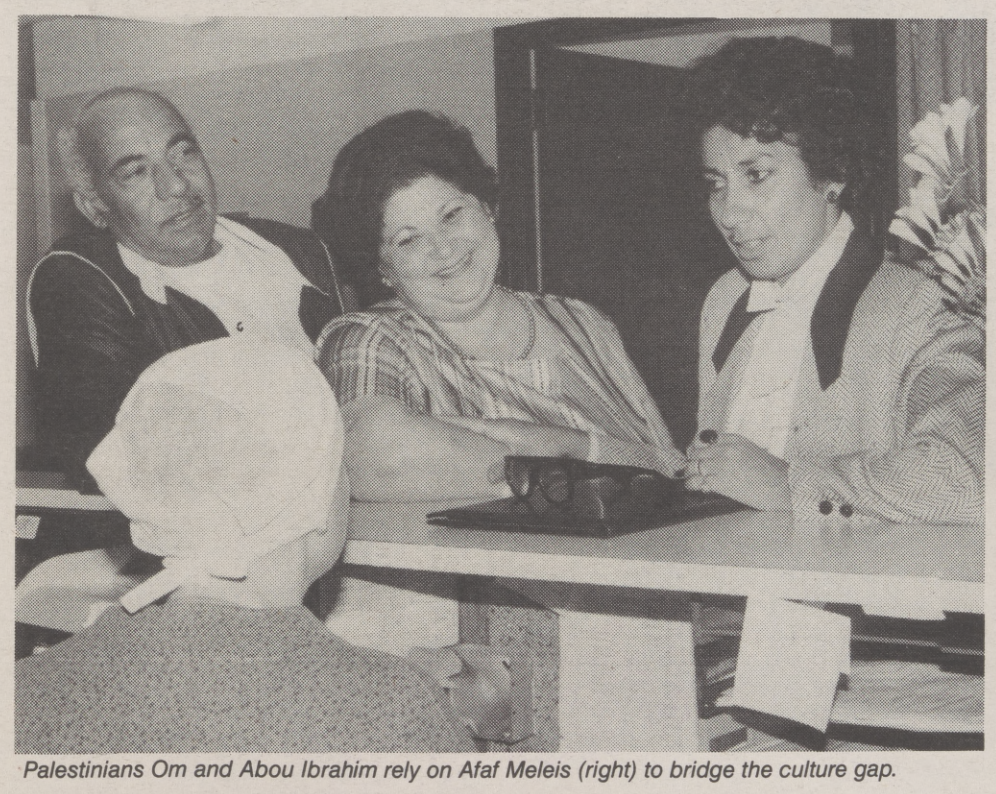
Bridging the East/West Culture Gap

When Middle Eastern families enter the Western health care system the experience can be equally baffling for the family and the health care workers. The problems resulting from cultural differences can range from a simple language barrier to complex misunderstandings that can bring the delivery of health care to a virtual gridlock.

The School of Nursing's Mid East SIHA Project (Study of Immigrant Health Adjustment) exists specifically to bridge this culture gap. Program director Afaf Meleis, PhD, professor and medical sociologist in the Department of Mental Health, Community and Administrative Nursing, describes SIHA as providing a sort of brokerage, working as an intermediary between families and clinicians.

With approximately 100,000 Arab Americans and another 100,000 Iranian Americans making up the Middle Eastern communities in the Bay Area—plus non-residents who travel to the US specifically for health care—SIHA stays busy. Last year alone the program, which is co-directed by Juliene Lipson, PhD, and assisted by doctoral students in the School, responded to almost 500 calls for help.

The program simultaneously serves as an advocate for immigrants, and interpreter of Middle Eastern culture and behavior for health care providers. "Our goal," says Meleis, "is to create a better understanding from both sides. So often, what appears to clinicians as demanding behavior on the part of Middle Eastern families—and what appears to the families as insensitivity on the part of the clinicians—is simple misinterpretation. Once each side gains a better understanding of the other, the way is paved for a much improved rapport—and a much more successful health care experience."



Palestinians Om and Abou Ibrahim rely on Afaf Meleis (right) to bridge the culture gap.

Mikkel Aaland

Scholarship recipient Jahmai Jones, 8, of San Francisco takes a language skills test with speech and language pathologist Cynthia A. Charpentier.

Learning Clinic Offers Scholarships to Low-Income Students

Thanks to a $10,000 grant from the San Francisco/Marin Chapter of the California Association for Children and Adults with Learning Disabilities, the UCSF Learning Evaluation Clinic now offers scholarships to children with learning problems from low-income families.

The clinic provides a full range of diagnostic services and remedial and tutorial classes to children with learning diabilities, from preschool through high school. Part of the UCSF Child Study Unit in the Department of Pediatrics, the clinic specializes in diagnosing and treating learning, developmental, and behavioral problems in infants, children and teens.

"The new program gives the best to each family, rather than making financial compromises," says learning specialist Marjorie Kaplan, MA. Seven scholarships totaling $3,000 already have been awarded.

For further information on the scholarship program call x61776.

The Francis Sooy Chair in Otolaryngology

Two years ago on September 12, Dr. Francis A. Sooy died in a private plane crash. At the time of his death, Dr. Sooy had devoted almost 50 years of his life to the campus. He arrived as a medical student, later joined the faculty, chaired the Department of Otolaryngology, and served as chancellor from 1972-82.

The School of Medicine is establishing a Francis A. Sooy Chair in Otolaryngology to memorialize this man who was known and loved by so many UCSF faculty and staff because of his personal touch and deep devotion to the campus family.

The creation of the Sooy Chair requires that a minimum endowment of $500,000 be raised from private sources. All members of the campus community are invited to donate.

For further information call Donna Bane, x61299.

First Frigo Lectures Address AIDS in America

UCSF dermatologist Marcus Conant, MD, and author Dennis Altman will present the first Michael Frigo Lectures on Tuesday, August 30, at 5:30 p.m. in the Langley Porter auditorium.

The talks are named in honor of the late social worker with the SF City and County Health Department who died of AIDS. The lecture series is funded by Frigo's family and sponsored by the UCSF AIDS Education Project.

Conant, who chairs the California State Leadership Committee on AIDS, will discuss "AIDS and the Critical Illness of American Medicine." A lecturer in politics at La Trobe University in Victoria, Australia, and author of *AIDS in the Mind of America*, Altman will discuss "Legitimacy Through Disaster." For further information call x67880.

Meanwhile, in other campus AIDS news:

- Human clinical studies of recombinant soluble CD4, a potential new treatment for AIDS, has begun at SFGH, Harvard's New England Deaconess Hospital and the National Cancer Institute.

The studies will determine the safety and correct dosage of this drug in humans, since rCD4 has previously only been tested in laboratory animals. Genentech of South San Francisco is providing the drug.

This experimental rCD4 study is a novel approach to AIDS treatment which is intended to slow the cell-to-cell spread of HIV and inhibit its ability to infect healthy cells. It is possible that rCD4 might be used to prevent infection immediately following exposure to the AIDS virus.

- To help the campus community obtain the latest AIDS information, the UCSF Library now carries AIDSLINE, a MEDLINE subset containing citations from the last eight years. AIDSLINE is updated semi-monthly with some 500 new entries. Users are reminded that AIDS information also can be found in other MEDLARS databases. For more information see a library reference staff member.
- The Center for AIDS Prevention Studies has funds available for pilot studies. See page 2 for details.

MU Fitness Center Highlights Next Issue

The next issue of *Newsbreak* will carry a four-page insert detailing the exciting renovation of Millberry Union's athletic and conference facilities, including a full schedule of what will be closed and when.

Construction already has begun in the east cafeteria where a new aerobics room, testing lab and fitness center will be housed. (For those of you who have been "brown-bagging it" in the cafeteria, space will be provided in the Millberry west lounge from noon to 1:30 p.m.)

The entire project will be done in three phases and should be completed sometime in September 1989.

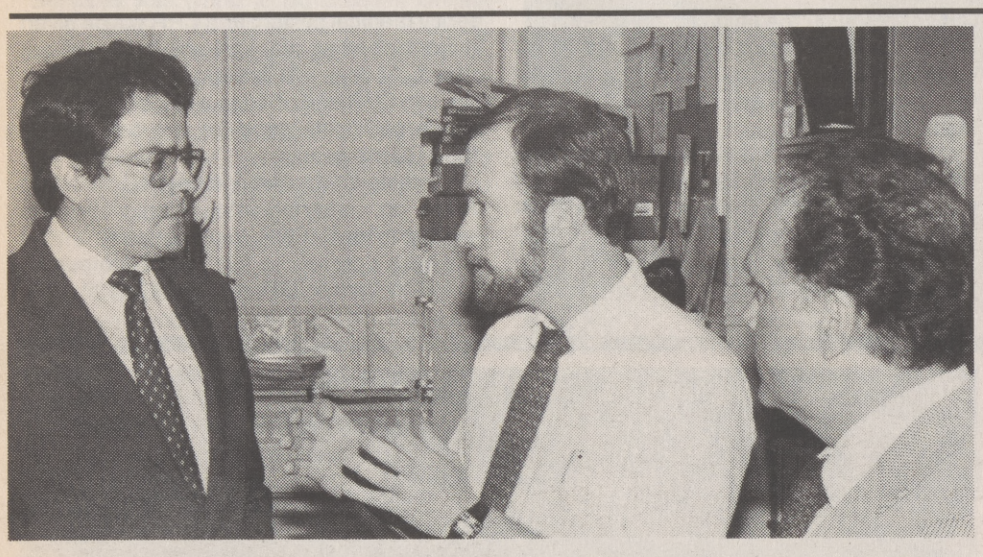
Mikkel Aaland

Soon a New Magnetic Resonance Facility

By spring of next year, the campus will have a new Magnetic Resonance Science Facility on the C level of the Ambulatory Care Center. When completed, this new research complex will house two magnetic resonance spectrometer/imagers, each with a specific purpose, plus support facilities, including chemistry and physiology labs, electronics and machine shop, central computer facility and office areas. Digging the first shovel-full during the August 2 groundbreaking are Alexander Margulis, chair, radiology (in white coat); radiologists Robert C. Taylor of the School of Dentistry and Christopher Cann (flanking Margulis); and R. Curtis Morris (far right), who directs all campus magnetic resonance research.

600 Attend Second Annual Trade Show

Wendy Jackson (left) of AACCO Health Care Systems describes a few of her pediatric care products to Liz Terra, Med Center's director of the executive registry, and Merrill Johnston, manager of the pediatric eye clinic, during the second annual Small Business Trade Show held on campus July 27. The show is designed to give small, minority and woman-owned businesses an opportunity to exhibit their goods and make their services known to UCSF purchasing representatives.



Top Ecuadorian Health Official Visits SFGH

Mark Young (center), operations director of Substance Abuse Services at SFGH, recently played host to Enrique Aguilar, MD, (left) from Ecuador's Ministry of Health. A psychiatrist and chief of the Ministry's drug addiction and alcoholism treatment and rehabilitation program, Aguilar visited SFGH as part of a tour of substance abuse treatment centers in several major medical centers across the United States. To the right is Efrain Lopez from the US State Department, who served as escort and interpreter for Aguilar during the cross-country tour.

$2.6 Million for Study of Cocaine Treatment

The campus has received more than $2.6 million from the National Institute of Drug Abuse to study what type of treatments work best for persons addicted to cocaine.

"Despite the magnitude of the cocaine problem, little is known about the effectiveness of prevalent treatments," says Barbara E. Havassy, PhD, of the Department of Psychiatry and principal investigator of the study.

The five-year study will compare outpatient and inpatient treatment and assess the cost effectiveness and benefits of each. Some 500 men and women, between 21 and 60 years old, representing a cross-section of the labor force, will be studied. The study will be conducted at member programs of CALNET, a network of private, nonprofit chemical dependency recovery services throughout California.

Other UCSF researchers in the study are Donald R. Wesson, Jeanne M. Tschann and Sharon Hall, all from the Department of Psychiatry; and Curtis J. Henke from the Department of Medicine.

C.H. Li Remembered Sept. 16

The late UCSF endocrinologist and musician Choh Hao Li, PhD, will be remembered in a commemorative program on Friday, September 16, from 2-4:30 p.m. in Cole Hall.

The scientific program will include discussions by Howard A. Bern, PhD, professor, zoology, UC-Berkeley; Peter G. Condliffe, PhD, chief, Scholars-in-Residence Branch, Fogarty International Center, NIH; Nobel laureate Roger Guillemin, MD, PhD, chair, Laboratories for Neuroendocrinology, Salk Institute; and Hugh D. Niall, MD, director, biology, Genentech.

The SF Conservatory String Quartet will play immediately following the presentations. A reception will be held at 4:30 p.m. in the Millberry Union combined lounges.

AIDS Funds Available

Funding of up to $5,000 for pilot research studies on AIDS and substance abuse or AIDS in minorities is available through the Center for AIDS Prevention Studies (CAPS), a joint program sponsored by UCSF, the SF Department of Public Health and the Bayview-Hunter's Point Foundation. Next application deadline is Friday, September 30. For further information call Norman Hearst, MD, MPH, at x66649 or Leslie Roos at x66650. CAPS is directed by Stephen B. Hulley, MPH, UCSF associate professor of epidemiology and international health, and director, Clinical Epidemiology Program.

A History of Drugs of Abuse

Psychiatrist Victor I. Reus, MD, medical director at Langley Porter, has on exhibit in the library his collection of books on drugs of abuse. Collected over the past several years and dating as far back as 1701, the books are by medical authors who look at a wide variety of drugs, including opium, cocaine, marijuana, heroin, coffee, tea, alcohol, tobacco and hallucinogens. The exhibit will be on display through September.

New UCSF Council Officers

Towering over Carol Moeglein are (left to right) Carol Stadum, Aleida Gerena-Rios, Richard Drake, Elma Belenson, Margaret Warren and Sandra Norberg.

New officers for the UCSF Council executive board for 1988-89 are: Sandra Norberg, chair; Carol Moeglein, vice chair; Elma Belenson, secretary; Aleida Gerena-Rios, treasurer; Susan Eastwood, editor; Tim Baldwin and Carol Stadum, delegates to the Council of UC Staff Assemblies (CUCSA); and Wayne Charles, Regents observer.

Council officers presented outgoing president Margaret Warren with a certificate for her dedicated leadership over the last two years. Richard Drake has been elected secretary of the CUCSA executive board. Carol Stadum, a runner-up in the CUCSA delegate election, will complete the second year of Drake's term.

Child Care Survey Deadline Extended

The Chancellor's Committee on the Status of Women has extended the deadline to return the campus child-care needs survey from August 1 to Friday, September 23. If you need a survey, stop by the Medical Sciences lobby where tables will be set up at noon through the week of September 19. Surveys should be returned to Dianne Leiker at 745 Parnassus, Box 0970. For further information call Dianne at x64723.

Getting Paid to Quit

Are you planning to quit smoking? If so, why not earn some money at the same time by joining the UCSF Social Support and Smoking Project. You must be married or have an intimate live-in partner to be eligible. Couples will be paid up to $205. For further information call x67747.

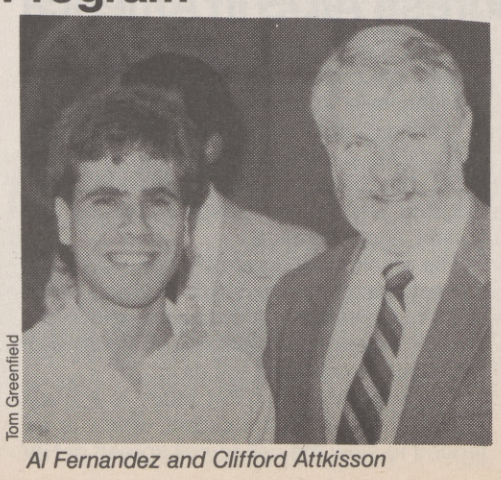
Seventeen Graduate from Summer Research Program

Seventeen minority undergraduate students have just completed training at UCSF under the Graduate Division's Summer Research Training Program. This 10-week program has grown substantially over the last four years. When it began in 1985 it had only three student graduates.

The program is designed to introduce minority undergraduates to biomedical and social science research. The students have the opportunity throughout the summer to investigate research opportunities and discuss career counseling with various members of the UCSF faculty.

Graduating from the program were: Shawn Abbyss and Anthony Ford, Morehouse College; Manuel Arevalo and Ruth Ann Crystal, UC-Berkeley; Denise Arnaud, Xavier University; Ninetta Bostick and Karen Hill, USF; Tye Rio de Pena, UC-Santa Cruz; Albert Fernandez, Barry University; Patricia Hatch, North Carolina A&T State; Eric Martin, Dillard University; Sandra Pena, University of Puerto Rico; Michael Quillin, St. Mary's University; Terry Ramirez and Gilbert Sambrano, University of Texas; Jennifer Watson, Stanford; and Sabrina Williams, SF State.

The Graduate Division received this year a five-year $490,090 grant from the National Institute of Mental Health to continue the summer program, which is coordinated by associate dean Clifford Attkisson and biochemist John Watson.



Tom Greenfield

Al Fernandez and Clifford Attkisson

UCSF *Newsbreak*

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Deadline for the next issue, which will cover September 17-30 (two weeks), will be at 11 a.m., Tuesday, September 6. Please send campus news copy to Allen Balderson, Medical Center news to Dawn Finch, and calendar and gazette items to Donald Hickerson, all at Box 0462. Last-minute copy can be taken over the telephone by calling x61541 or x62557.

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Photography: Dawn Finch, Allen Balderson, Donald Hickerson

Michela Reichman, Assistant Chancellor—Communications

Gazette

Honors & Awards

Weinstein

Hill

David Peters

Hughes-Fulford

Walsh

Ann Weinstein, graduate student, health psychology; research associate, Graduate Group in Psychology: Winner of a Dissertation Research Award from the American Psychological Association.

Millie Hughes-Fulford, associate professor, medicine; research scientist, metabolic research, VAMC; NASA astronaut: Appointed to the Committee on Space Biology & Medicine of the National Research Council, National Academy of Sciences.

Frank Hinman, clinical professor, urology: Presented with the Lifetime Achievement Award of the Urodynamics Society, of which he is a founder and past president.

Nejat Duzgunes, associate professor, chemistry & pharmaceutical chemistry; associate research biochemist, CRI: Awarded a Japan Society for the Promotion of Science Fellowship to spend two months at the biophysics department, Kyoto University.

Carroll Estes, professor & chair, social & behavioral sciences; director, Institute on Health & Aging, School of Nursing: Elected chair, Health Policy Committee of the Medical Sociology Council.

Robert Pantell, associate professor, pediatrics: Appointed chair, Committee on Psychosocial Aspects of Child Health, American Academy of Pediatrics; elected to board of directors, Ambulatory Pediatric Association.

Leslie Z. Benet, professor & chair, pharmacy & pharmaceutical chemistry: Appointed to the Forum on Drug Development & Regulation of the Institute of Medicine, National Academy of Sciences. He is the first pharmaceutical scientist and pharmacist to be appointed as one of the 19 forum members.

Elliot Rapaport, professor, medicine; associate dean, SFGH; chief, cardiology, SFGH: Invited to give the International Society & Federation of Cardiology Lecture during the 10th Congress of the European Society of Cardiology in Vienna, Aug. 28-Sept. 1.

Ronald D. Miller, professor & chair, anesthesiology; professor, pharmacology: Appointed to the Subcommittee on HIV-Positive Physicians, California Medical Association.

Richard M. Stess, assistant clinical professor, medicine; chief, podiatry & co-director, podiatric research, VAMC: Elected to the board of trustees of the American Physician Fellowship Inc. for Medicine in Israel.

Meredith Michaels; **Tim Dayonot**, both community & govermental relations analysts, Office of Public Service Programs: Appointed to the Citizen & Technical Advisory Transportation Committee of the City & County of SF to plan for future transportation and traffic needs.

Thomas P. Singer, professor, biochemistry & biophysics, pharmacy & pharmaceutical chemistry: Awarded the degree of doctor of medicine *honoris causa* by Semmelweis University, Budapest. It is presented once every two or three years for outstanding achievement in medical research.

Gerald L. Hill, clinical instructor, medicine; medical director, emergency services, SFGH: Elected president-elect, Association of American Indian Physicians.

Margaret M. Walsh, associate professor, dental public health & hygiene: Winner of the Professional Excellence in Dental Hygiene Award for Research from the American Dental Hygienists Association.

Virginia Olesen, professor, social & behavioral sciences, School of Nursing: Winner of the 1988 Leo G. Reeder Award of the Medical Sociology Section, American Sociological Association, for her distinguished career and contributions to the sociology of health.

Nicholas L. Petrakis, professor, preventive medicine; chair, epidemiology & international health; research associate, CRI: James H. Sterner Lecturer at the Third Annual Cancer Conference on Health Care for Women at UC-Irvine, July 15.

Jay A. Levy, professor, medicine; research associate, CRI: Elected a trustee of Wesleyan University, Middletown, Conn.

George M. Rodgers, III, assistant professor, medicine & laboratory medicine; **Marion Reid**, specialist, clinical laboratories, SFGH: Winners of the Annual Teaching Recognition Awards from Department of Laboratory Medicine 1987-88 Residents.

Jay A. Nadel, professor, medicine & physiology; director, Multidisciplinary Training Program in Pulmonary Diseases: Invited to participate in a meeting of the NIH National Heart, Lung & Blood Advisory Council to discuss UCSF's Pulmonary Research Training Program, recognized as one of the three most successful in the country.

Larry Diamond, graduating student, School of Dentistry: Winner of the Senior Essay Contest of the Block Drug Company for his essay "The Importance of Ethical Behavior in Dentistry."

Contracts & Grants

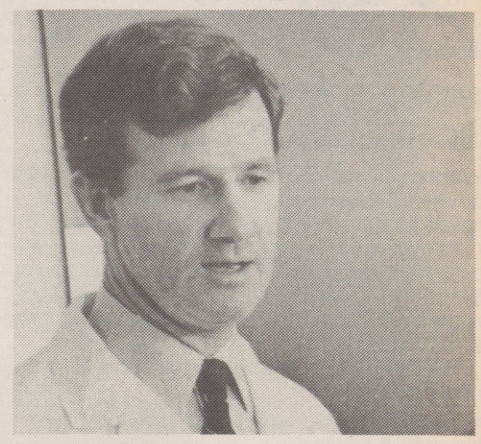
To be listed, recipients should send the appropriate information to News Services, Box 0462, attention Newsbreak Gazette.

Bruce M. Alberts, professor & chair, biochemistry & biophysics: $14,000 from UC Systemwide Biotechnology Research & Education Program for *Recombinant DNA Workshops/Science Education Partnerships Program.*

James E. Cone, assistant clinical professor, medicine; chief, occupational health clinic, SFGH: $69,060 from National Fund for Medical Education for *Computer Based Curriculum for Medical Students & Residents.*

Cynthia R. Curry, associate professor, pediatrics; director, medical genetics & prenatal detection, Valley Medical Center, Fresno; **Stephen H. Kassel**, assistant clinical professor, pathology, Valley Medical Center, Fresno: $90,000 from UC Valley Medical Education Foundation Research Grant for *Central Valley Pregnancy Loss Project.*

New Chief of Cardiothoracic Surgery



Donald J. Magilligan, Jr., MD, director of cardiac and thoracic surgery at Henry Ford Hospital in Detroit, will join the UCSF Department of Surgery on September 6 as chief of cardiothoracic surgery and professor of surgery.

A nationally prominent cardiac surgeon, Magilligan is particularly known for his expertise in heart transplant, cardiac valve and coronary heart procedures, said UCSF surgery chair Haile Debas, MD, in making the announcement.

Magilligan has held the post at Henry Ford for the past decade, establishing its heart transplant program in 1985. As of early August, the Henry Ford team had performed 76 heart transplants, with a one-year survival rate of 87 percent.

In his new UCSF position Magilligan said he will build on existing strengths at UCSF, particularly its internationally renowned work in the care of children who develop heart failure because of a heart defect present at birth and in the treatment of patients with arrhythmias (irregular heart rates) and with end-stage heart failure.

New B of A-Giannini Fellows

Longaker, Kim & Crombleholme

UCSF postdoctoral fellows Timothy Crombleholme, Kami Kim and Michael Longaker have received Bank of America-Giannini Foundation Medical Research Fellowships for $20,000 each to enable them to do one-year research projects on campus.

- Crombleholme will work on *In Utero Hematopoietic Stem Cell Transplantation in Primates* in Michael Harrison's fetal surgery and transplantation laboratory.
- Kim is studying *The Invasion Protease of Malaria Mesozoits* in James Leech's laboratory in the Division of Infectious Diseases at SFGH.
- Longaker will research *Heterotopic Heart Transplantation in a Neonormal Swine Model* in Edward Verrier's cardiothoracic surgery laboratory.

In Memoriam

Austin L. Stanford, Jr., third-year student, School of Medicine. A native of New Jersey who grew up in Maryland, he was a graduate of Stanford University. Before coming to UCSF he worked several summers as a volunteer in the emergency room at Atlantic City Medical Center and participated in a research project at Stanford School of Medicine. A memorial consisting of a plaque and a tree on campus is being planned by the Black Student Health Alliance, the Student National Medical Association and the Black Caucus at UCSF. Those wishing to contribute should contact Alison Gilmore at 664-2556.

Harold A. Harper, dean emeritus, Graduate Division; professor emeritus, biochemistry & biophysics. A member of the campus community for 35 years, Harper came to UCSF as professor, biological sciences in 1953 and was appointed professor, biochemistry in 1959. He served as dean of the Graduate Division from 1961 until his retirement in 1980. Harper also served as vice chancellor, graduate studies & research, from 1966-69. A fellow of the American Academy for the Advancement of Science, he was a Lifetime Honorary Member of the board of directors of the American Cancer Society, California Division, for his many years of service to the society.

Promotions

Promotions are made available to this publication after they are processed by the Personnel Department.

Ethel Adams, management services officer II, environmental health & safety.

Joyce Bynum, management services officer III, vice chancellor-personnel & student services.

Linda Carucci, senior food service supervisor, nutrition & dietetics.

Ricky Deguzman, environmental health & safety technician, environmental health & safety.

Geraldine Ewart, administrative assistant I, medicine/cardiology.

Catherine Horton, senior food service worker, nutrition & dietetics.

Joseph Jekot, financial assistant I, School of Pharmacy-Dean's Office.

Donald Meadows, senior radiologic technologist, radiology.

Wilfredo Mendoza, hospital anesthesia assistant III, anesthesia.

Luis Palacios, senior laundry machine operator/senior head linen service worker, laundry linen services.

Susan Stevens, administrative analyst, psychiatry/LPPI.

John Ungaretti, financial systems administrator, accounting.

Publications

Emil A. Tanagho, professor & chair, urology; **Tom F. Lue**, associate professor, urology; **R. Dale McClure**, assistant professor, urology: Authors, *Contemporary Management of Impotence & Infertility* (Williams & Wilkins, Baltimore, 1988.)

Helene L. Lipton, associate professor, clinical pharmacy; senior research associate, Institute for Health Policy Studies; **Philip R. Lee**, professor, medicine & social medicine; director, Institute for Health Policy Studies: Authors, *Drugs & the Elderly: Clinical, Social & Policy Perspectives* (Stanford University Press, 1988).

Lloyd H. Smith, professor, medicine; associate dean, special projects & admissions, School of Medicine: Co-editor, *Cecil Textbook of Medicine* (W.B. Saunders, Phila., 1988.)

Nejat Duzgunes, associate professor, chemistry & pharmaceutical chemistry; associate research biochemist, CRI: Co-editor, *Membrane Fusion in Fertilization Cellular Transport and Viral Infection (Vol. 32: Current Topics in Membranes and Transport)* (Academic Press, San Diego, 1988.)

John M. Luce, associate professor, medicine & anesthesia; chief, medical staff, SFGH: Co-author, *Critical Care Medicine* (W.B. Saunders, Phila., 1988.)

Today/Tomorrow

29 Monday

MOBILE MAMMOGRAPHY SCREENING SCHEDULE

Women can have low-cost mammograms—x-rays to screen for breast cancer—from a mobile van that travels to convenient locations in the Bay Area.

Women need the approval of their physicians to have the mammogram. The procedure takes approximately 20 minutes and costs only $40. To make an appointment call 990-0459 or x62193 between 9 a.m. and 3:30 p.m.

The van will be at the following locations for the next three weeks:

- Aug. 29-Sept. 2: Sunset district, on Irving between 25th & 26th Aves.
- Sept. 6-9: Taraval St. between 17th & 18th Ave.
- Sept. 12-14: Fireman's Fund, Novato. For employees only.
- Sept. 15-16: Diamond Heights Blvd. near the Safeway.

OTOLARYNGOLOGY CONFERENCE: *Liposuction & Fat Grafting.* Jeffrey Binstock, Derm. *Cricopharyngeal Myotomy.* Jeffrey A. McKenna, Oto. S 214. 8-10 a.m.

JEWISH WOMEN'S SUPPORT GROUP: For Jewish women working or studying at UCSF. Noon-1 p.m. Call x65836 for location.

OVEREATERS ANONYMOUS MEETING: N 417. 12:10 p.m. Call Janet, x61504.*

LESBIAN SUPPORT GROUP. N 517. 1-2 p.m.

LABORATORY MEDICINE GRAND ROUNDS: *Transfusion-Related AIDS.* Elizabeth A. Donegan, Lab. Med. L 535. 4-4:50 p.m.

ANESTHESIA MORBIDITY/MORTALITY CONFERENCE. S 455. 5-6:30 p.m.

30 Tuesday

COMBINED MODALITY BREAST CANCER CONFERENCE. Surg. Clin. Conf. Rm., 6th Fl. A. 8 a.m.

ORAL & MAXILLOFACIAL SURGERY GRAND ROUNDS: Residents' Forum. C 701. 8 a.m.

SFGH PEDIATRIC GRAND ROUNDS: *Growth Hormone Therapy.* Selna Kaplan, Ped. Carr Aud., SFGH. 8-9:30 a.m.

TRANSFUSION MEDICINE RESEARCH FORUM: *Flow Cytometry Research in Progress.* Jillian Krutcher, Biochem. L 535. 8:30 a.m.

NEW EMPLOYEE ORIENTATION: *UCSF Policy, Procedures & Benefits.* Presented every other Tues. All new employees are urged to attend. Toland Hall. 8:30 a.m.-noon. To register call Lenard Florendo, x61073. Medical Center employees call Gemma Reiser, x64846.

SFGH MEDICINE GRAND ROUNDS. Carr Aud., SFGH. 11:30 a.m.

OBSTETRICS/PEDIATRICS & ANESTHESIOLOGY CONFERENCE: John L. Kitzmiller, Ob/Gyn; Roderic H. Phibbs, Ped. & CVRI; Sol Shnider, Anes. & Ob/Gyn. M 1486. Noon.

SFGH GI-MEDICINE/SURGERY/RADIOLOGY IMAGING CONFERENCE. Rm. 1X58, SFGH. 4-5 p.m.

NEUROLOGY GRAND ROUNDS: *Pyridoxine Neuropathy.* David Greenberg, Neuro. S 664. 4:30-5:45 p.m.

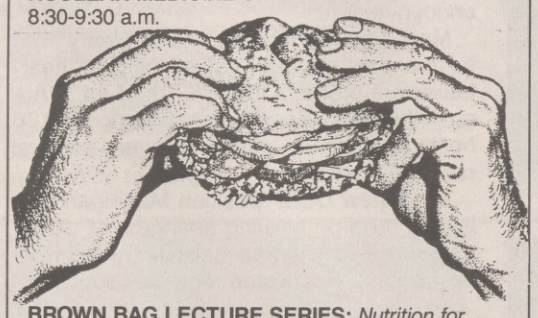
31 Wednesday

PLASTIC SURGERY GRAND ROUNDS: Journal Club. Toland Hall. 7-8 a.m.

SFGH ORTHOPEDIC SURGERY STAFF CONFERENCE. Rm. 5K8, SFGH. 7:30-9 a.m.

MULTIDISCIPLINARY TUMOR BOARD: M 1296. 7:30 a.m. Call Michele Hinojosa, coordinator, x61662.

NUCLEAR MEDICINE SEMINAR. L 340. 8:30-9:30 a.m.



BROWN BAG LECTURE SERIES: *Nutrition for Sports & Exercise.* Claudia Davoli, UCSF Nutrition Counseling Clinic. HSW 300. Noon. Call x64394.*

HIV+ SUPPORT GROUP: An anonymous weekly group for UCSF employees who have tested HIV positive but have not developed symptoms of AIDS or ARC. Noon. Call facilitators Marty Kortebein or Bruce Flynn, x62621.

PARNASSUS AL-ANON MEETING: For friends & families of alcoholics. C 517. Noon-1 p.m.*

HEAD & NECK TUMOR CONFERENCE. A 723. 1 p.m.

VASCULAR SURGERY GRAND ROUNDS. 7 Long Solarium. 4-5:30 p.m.

TRISERVICES CARDIOLOGY CONFERENCE. L 1361. 4:30-5:30 p.m.

SFGH GI-MEDICINE/SURGERY PATIENT CARE CONFERENCE. Rm. 4H2, SFGH. 4:30 p.m.

PATHOLOGY GRAND ROUNDS: *Diagnosis by Patterns in Dermatopathology.* Philip LeBoit, Path. & Derm. HSW 508. 5:30-6:15 p.m.

1 Thursday

MEDICAL GRAND ROUNDS: *Recent Developments in Pain Management.* Howard Fields, Neuro. & Physio. Toland Hall. 8-9 a.m.

SFGH NEUROLOGY-NEUROSURGERY CONFERENCE. Rm. 4H2, SFGH. 8-9 a.m.

PEDIATRIC GRAND ROUNDS: *Hearing Loss Following Meningitis.* Toni Will, Oto. S 664. 8:30-9:30 a.m.

SFGH TRAUMA CENTER CONFERENCE. Rm. 4H2, SFGH. 9-10 a.m.

PRIMARY CARE LECTURE SERIES: *Falls—A Potentially Lethal Disease in the Elderly: Diagnosis & Prevention.* Edmund Lonergan, Med. *Legal Medicine.* Dan Tennenhouse, Fam. & Comm. Med. A 455. 10 a.m.-noon.

PEDIATRIC TUMOR BOARD. L 34. 11 a.m.-12:15 p.m.

NEURO-ONCOLOGY TUMOR BOARD. L 34. 12:30-1:30 p.m.

CRI HEMATOLOGY/ONCOLOGY GRAND ROUNDS: Edward Rubin, Ped. & Howard Hughes Inst. M 1296. 1 p.m.

CONANT, ALTMAN ARE FRIGO LECTURERS

AIDS & the Critical Illness of American Medicine. Marcus Conant, Derm. & chair, CA State Leadership Comm. on AIDS. *Legitimacy Through Disaster.* Dennis Altman, author & lecturer, LaTrobe U, Victoria, Aust. First Annual Michael Frigo Memorial Lectures. LPPI Aud. 5:30 p.m. (See story, page 1.)*

CLINICAL ONCOLOGY CONFERENCE. M 1296. 2 p.m.

NEURORADIOLOGY CONFERENCE. HSW 303. 4-5 p.m.

MEDICINE/SURGERY ADULT CARDIAC CATHETERIZATION CONFERENCE. L 1161. 4-6 p.m.

NEUROSURGERY GRAND ROUNDS. HSW 302. 5:15-6:30 p.m.

ALCOHOLICS ANONYMOUS MEETING: All are invited. LPPI A116. 6 p.m.*

2 Friday

SFGH MAXILLOFACIAL TRAUMA CONFERENCE. Rm. 4H4, SFGH. 7-7:30 a.m.

PULOMONARY PHYSIOLOGY SEMINAR: *Single Breath CO Diffusing Capacity.* Carl Kirsch, Med. L 1361. 8-9:30 a.m.

CIRCLE OF SISTERS: Weekly support group for black women working & studying at UCSF. C 130. Noon-1 p.m.

ALCOHOLICS ANONYMOUS MEETING: All are invited. HSE 336. Noon-1 p.m.*

PATHS OF HEALING & WHOLENESS SEMINAR: *Fully Experiencing the Joy of Life.* Magana Baptiste. N 517. Noon-1 p.m.*

6 Tuesday

COMBINED MODALITY BREAST CANCER CONFERENCE. Surg. Clin. Cnfr. Rm., 6th Fl. A. 8 a.m.

ORAL & MAXILLOFACIAL SURGERY GRAND ROUNDS: *Mechanisms of Analgesic & Pain.* Jon Levine, Med. C 701. 8 a.m.

OB/GYN GRAND ROUNDS: James M. Roberts, Ob/Gyn & CVRI. UCSF-Laurel Heights. 8 a.m.

SFGH PEDIATRIC GRAND ROUNDS: *Cocaine.* Kent Olson, Med. & Pharm. Carr Aud., SFGH. 8-9:30 a.m.

PSYCHIATRY GRAND ROUNDS: *Mechanisms of Synaptic Plasticity in the Hippocampus.* Robert Malenka, Psychr., Stanford. LPPI Aud. 11 a.m.–noon.

SFGH MEDICINE GRAND ROUNDS. Carr Aud., SFGH. 11:30 a.m.

HIV SEMINAR

AIDS IMMUNOLOGY SEMINAR: *HIV Isolation from Asymptomatic Patients.* Gordon Dreesman, Virol. & Immuno., SW Fdtn. Biomed. Res., San Antonio. HSE 317. Noon.*

OBSTETRICS/PEDIATRICS & ANESTHESIOLOGY CONFERENCE: John L. Kitzmiller, Ob/Gyn; Roderic H. Phibbs, Ped. & CVRI; Sol Shnider, Anes. & Ob/Gyn. M 1486. Noon.

NEW VOLUNTEER ORIENTATION: To acquaint new & prospective volunteers with opportunities available in the Medical Center. M 169. 1-3 p.m.*

SFGH GI-MEDICINE/SURGERY/RADIOLOGY IMAGING CONFERENCE. Rm. 1X58, SFGH. 4-5 p.m.

NEUROLOGY GRAND ROUNDS: *Thalamic Sensory Syndromes.* Frank Sharp, Neuro, VAMC. S 664. 4:30-5:45 p.m.

7 Wednesday

PLASTIC SURGERY CONFERENCE: *Perforator Back Flaps.* Plastic surgeon Lorne Rosenthall. Rm. B2-3, R.K. Davies. 7-8 a.m.

SFGH ORTHOPEDIC SURGERY STAFF CONFERENCE. Rm. 5K8, SFGH. 7:30-9 a.m.

MULTIDISCIPLINARY TUMOR BOARD: M 1296. 7:30 a.m. Call coordinator Michele Hinojosa, x61662.

DERMATOLOGY CONFERENCE: *Management of Therapeutic Neuralgia.* Michael Rowbotham, Neuro. HSW 301. 8 a.m.

NUCLEAR MEDICINE SEMINAR. L 340. 8:15-9:15 a.m.

HIV+ SUPPORT GROUP: An anonymous weekly group for UCSF employees who have tested HIV positive but have not developed symptoms of AIDS or ARC. Noon. Call facilitators Marty Kortebein or Bruce Flynn, x62621.

BROWN BAG LECTURE SERIES: *Therapeutic Value of Pets.* Faith Fitzgerald, Med., UCD. HSW 300. Noon. Call x64394.*

PARNASSUS AL-ANON MEETING: For friends & families of alcoholics. C 517. Noon.*

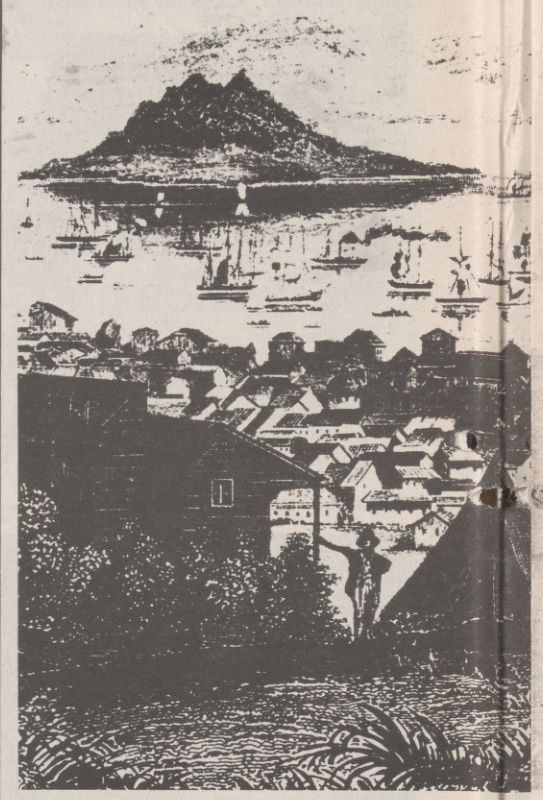
HEAD & NECK TUMOR CONFERENCE. A 723. 1-3 p.m.

VASCULAR SURGERY GRAND ROUNDS. 7 Long Solarium. 4-5:30 p.m.

TRISERVICES CARDIOLOGY CONFERENCE. L 1361. 4:30-5:30 p.m.

SFGH GI-MEDICINE/SURGERY PATIENT CARE CONFERENCE. Rm. 4H2, SFGH. 4:30 p.m.

PATHOLOGY GRAND ROUNDS: *FNA Cytology—Some Important Points.* Theodore Miller, Path. HSW 508. 5:30-6:15 p.m.



SF HISTORY CLASS: Historian Charles A. Fracchia. A series of free classes on Wednesdays through Dec. 7. Toland Hall. 7:30-9:30 p.m.*

8 Thursday

MEDICAL GRAND ROUNDS: *MRI: Evolving Clinical Indications.* Charles B. Higgins, Radiol. Toland Hall. 8-9 a.m.

SFGH NEUROLOGY-NEUROSURGERY CONFERENCE. Rm. 4H2, SFGH. 8-9 a.m.

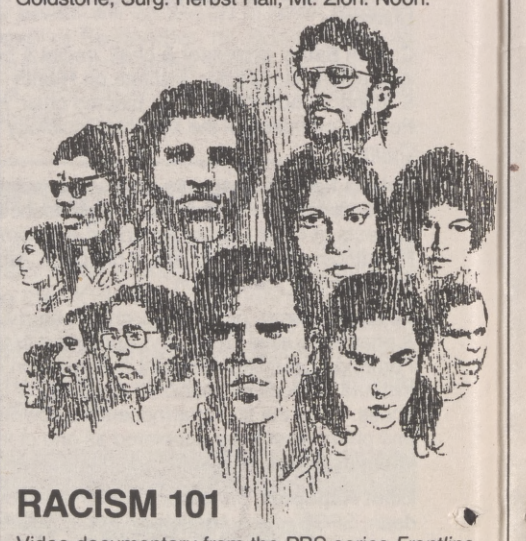
PEDIATRIC GRAND ROUNDS: *Lab Medicine Controversies.* Stephen N. Cohen, Lab. Med., Med. & Microbio. S 664. 8:30-9:30 a.m.

SFGH TRAUMA CENTER CONFERENCE. Rm. 4H2, SFGH. 9-10 a.m.

PRIMARY CARE LECTURE SERIES: *Joint Exam & Low Back Pain.* Nancy Byl, PT. A 455. 10 a.m.-noon.

PEDIATRIC TUMOR BOARD. L 34. 11 a.m.-12:15 p.m.

UCSF/MT ZION GERIATRIC GRAND ROUNDS: *Controversies in Carotid Artery Surgery.* Jerry Goldstone, Surg. Herbst Hall, Mt. Zion. Noon.



RACISM 101

Video documentary from the PBS series *Frontline* about racism on US college campuses. Sponsored by UCSF Women's Resource Center. Toland Hall. Noon-1 p.m.*

NEURO-ONCOLOGY TUMOR BOARD. L 34. 12:30-1:30 p.m.

GRADUATE GROUP IN BIOPHYSICS SEMINAR: *Molecular Basis of Eye Lens Transparency: Osmotic Pressure & X-Ray Scattering Analysis of Alpha-Crystallin Solutions.* Annette Tardieu, CNRS, Gif-sur-Yvette, France. S 980. 1 p.m.

CRI HEMATOLOGY/ONCOLOGY GRAND ROUNDS: David Hung, Hemat/Onc. M 1296. 1 p.m.

CLINICAL ONCOLOGY CONFERENCE. M 1296. 2 p.m.

NEUROSURGERY GRAND ROUNDS. HSW 302. 5:15-6:30 p.m.

ALCOHOLICS ANONYMOUS MEETING: All are invited. LPPI A116. 6 p.m.*

Development & Training Courses for Staff Employees

This insert provides a schedule of the classes available to UCSF employees from October through December, 1988.

Course announcements will appear in *Newsbreak* three times a year.

Please remove and save the insert as your course reference for the next three months.

WHAT IS DEVELOPMENT AND TRAINING?

The Development and Training Division is a service division of the Personnel Department. Its aim is to provide high-quality, low-cost training programs which will increase the effectiveness of employees in their current jobs as well as contribute to their professional development. Since all training programs are designed and evaluated on whether they meet organizational and employee needs, please call us at X64032 with your comments, ideas, and suggestions.

WHO CAN ENROLL IN COURSES?

All UCSF staff employees are eligible to attend the courses described in this insert, no matter which personnel policies or labor contracts govern their conditions of employment. If an employee takes classes during work hours, the only approval required for enrollment is the supervisor's signature. Course fees can be paid either by employees or by their departments. Decisions about on-the-job attendance and fee payment are negotiated between employees and their supervisors. Supervisors are responsible for final decisions.

WHO TEACHES COURSES?

Most instructors are drawn from the UCSF campus. However, because we are a health sciences campus, outside consultants often teach courses in disciplines not represented on this campus. For those courses, we seek experts from other educational institutions, business, and industry.

WHAT COURSES ARE OFFERED?

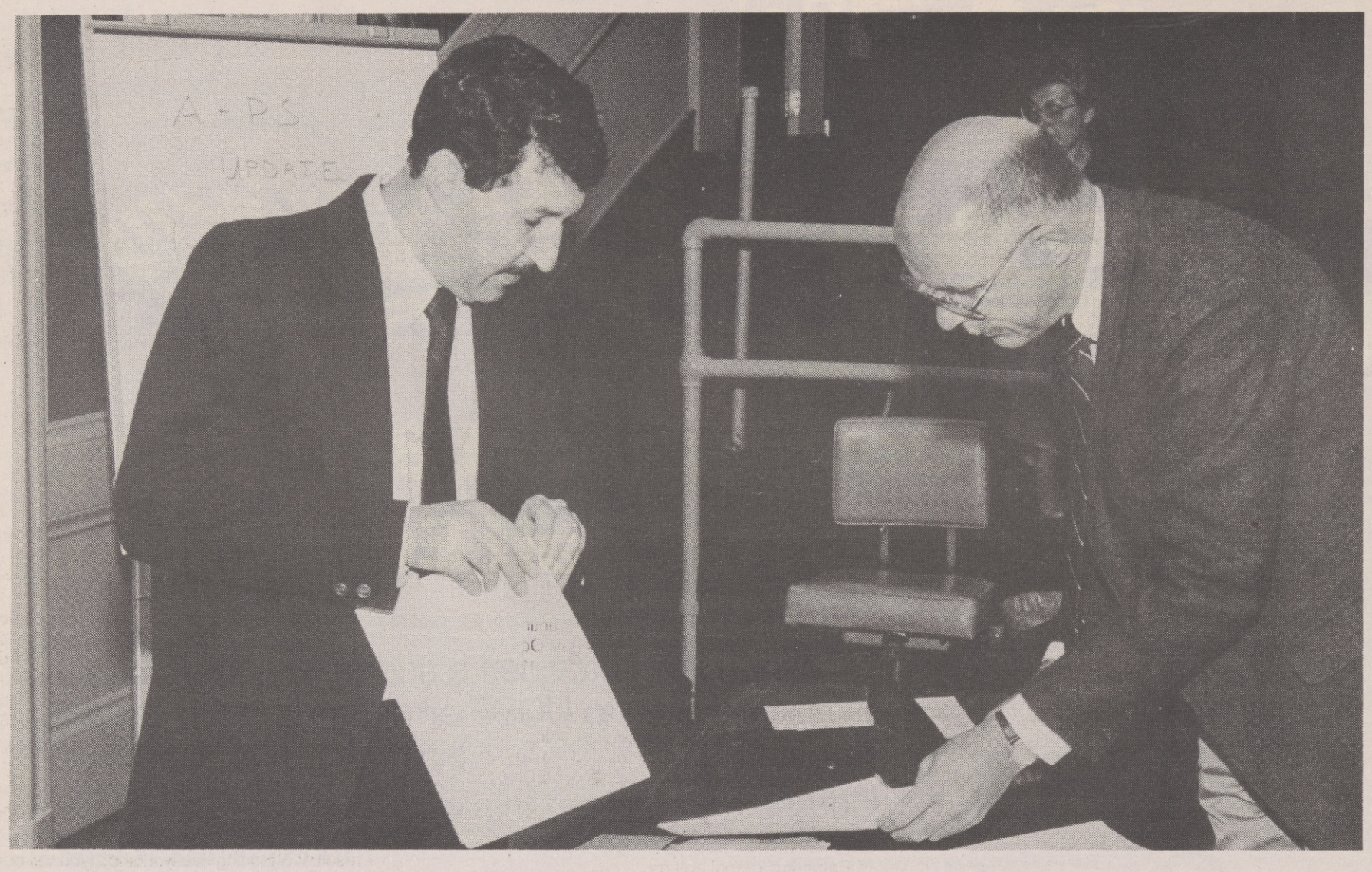
About 150 courses are offered annually from October through June, covering a wide variety of employee needs and requirements. The basic curriculum includes supervisory and management skills development, organizational policies and procedures, computer, writing and clerical skills training, grants management and accounting processes, health and safety programs, and employee development. This insert advertises upcoming classes from October through December. Look for the next inserts in December and March editions of *Newsbreak*.

WHO TAKES COURSES?

About 4,000 UCSF employees per year are seeking to improve their skills and abilities through Development and Training services. These are individuals who want to perform their jobs in a more informed manner, and who want to get the latest in state-of-the-art approaches to doing their work better.

UCSF

University of California, San Francisco
...A Health Sciences Campus



SUPERVISORY SKILLS DEVELOPMENT

How to Conduct the New A&PS Performance Evaluation

Julius Katz
Manager, UCSF Employee Relations Division
8091 Friday, October 7
1:30 - 4:30 p.m.
8092 Wednesday, November 16
1:30 - 4:30 p.m.
No Fee

This three hour workshop is for supervisors of Administrative and Professional Staff employees. It will include preparation for conducting the A&PS performance evaluation, review of the new evaluation form, determination of criteria for establishing standards and goals, and discussion of the relationship between the merit process and performance evaluations.

Supervisor's Training Program

Gayla Tyson
Assistant Personnel Director & Manager,
UCSF Development & Training Division
8095 Thursdays,
October 13, 20, 27, November 3, 10, 17
8:30 a.m. - 12 noon
Fee: $20 (includes manual)

The Supervisor's Training Program offers six sessions of skills building in the significant areas of supervisory responsibility. Supervisors who complete this course will be able to:
☐ Identify the essential laws, labor contracts, personnel policies, and University procedures governing their decisions as UCSF supervisors
☐ Receive first-hand information from unit managers of Employment, Classification Services, Employee Relations, Labor Relations, Employee Rehabilitation, Faculty, Staff and Student Assistance Program, Affirmative Action, and Campus Risk Management
☐ Practice state-of-the-art approaches to performance evaluations, solving problems, effective styles of leadership, and employee motivation

This course is designed for supervisors who have direct responsibility for three or more subordinates. Staff members who are not yet full supervisors are encouraged to take "Pre-Supervisory Training" designed especially for aspiring supervisors.

Continuing education credit will be available for nurses who attend this workshop.

Administrative and Professional Staff Personnel Policies for Supervisors

Julius Katz
Manager, UCSF Employee Relations Division
8096 Wednesdays and Fridays
November 2, 4, 9, 11
8:30 - 10:30 a.m.
Fee: $5

Now that the Administrative and Professional Staff (A&PS) Program has been implemented, supervisors are responsible for a new set of personnel policies. How do these policies differ from Staff Personnel Policies and how do these policies affect your ability to supervise? This workshop will enable you to:
☐ Understand the most often misunderstood A&PS and Staff Personnel Policies
☐ Administrate policies in an equitable and consistent manner
☐ Identify and distinguish between management and employee rights
☐ Practice sound personnel principles as reflected in both Administrative and Professional, and Staff Personnel Policies

Participants need to bring a copy of the Staff Personnel Policy Manual which contains the UCSF local supplements and a copy of the A&PS Policy Manual.

Continuing education credit will be available for nurses who attend this workshop.

Interview and Selection for Supervisors and Managers

Shirley Carpenter
Manager, UCSF Employment Division
8097 Thursday, November 10
1:30 - 4:30 p.m.
Fee: $5

Your department or operational unit has a vacancy. You are the person responsible for conducting the interviews and making the selection. You want the best person for the job, and you also want your selection to be fair and legal. This one-half day workshop will help you make that fair decision. As a result of this workshop you will be able to:
☐ Conduct a job analysis
☐ Determine applicant selection criteria
☐ Distinguish between legal and illegal interview questions
☐ Conduct an interview using principles of effective interviewing
☐ Assemble and prepare the information needed by the Employment Division to make a hire

Continuing education credit will be available for nurses who attend this workshop.

Performance Evaluation Workshop

Noël Christian
Consultant in Human Resources/
Management Development
8098 Tuesday, December 20
8:30 a.m. - 4:30 p.m.
Fee: $5

If you dread doing performance evaluations, you are not alone. Nearly every manager has mixed feelings about evaluations. Employees share similar concerns. Performance evaluations do not have to be difficult or unproductive. They can be mutually satisfying, increase productivity, and improve the performance of the department. As a result of participating in this workshop, you will be able to:
☐ Plan, prepare for, and conduct a performance evaluation
☐ Review the causes for unsuccessful performance evaluations and consider suggested approaches for successful performance evaluations
☐ Communicate the acceptable as well as the unacceptable performance of an individual in a positive, developmental manner
☐ Gain insight into the processes of establishing mutual goals and objectives, standard and expectations.

Continuing education credit will be available for nurses who attend this workshop.

Labor Relations Supervisory Series

Labor Relations Department Staff
8094 Tuesdays,
October 11, 18, 25
8:30 a.m. - 12 noon
No Fee

The Labor Relations Department offers, in a three-part course, the basics of collective bargaining and labor contract administration for the supervisor or manager in a unionized university teaching hospital. At the conclusion of this three-part series, the supervisor or manager should be able to:
☐ Understand the rights and responsibilities of management, unions, and employees, including the roles of the union representative and the supervisor
☐ Understand the essential elements for successful participation by the supervisor in the arbitration process, including testifying as a competent and credible witness
☐ Understand the major components necessary in the discipline and dismissal process
☐ Understand the major components necessary to develop an employee attendance control program. Preference is given to HERRA-designated supervisors.

Continuing education credit will be available for nurses who attend this workshop.

Pre-Supervisory Training

Neuritsa Lancaster
Consultant
8093 Fridays,
October 7, 14, 21, 28
9 a.m. - 12 noon
Fee: $20

This course is an introduction to supervision with emphasis on those skills applicable to non-supervisory positions as well. The importance of team effort aimed toward common goals and maintenance of a positive work climate will be stressed. Participants will be able to:
☐ List supervisory job duties
☐ Identify necessary skills and abilities
☐ Describe roadblocks which supervisors often encounter
☐ Distinguish between forces working for, versus against, the resolution of problems
☐ Recognize common time wasters
☐ Demonstrate a model of delegation that maintains accountability

Continuing education credit will be available for nurses who attend this workshop.

MANAGEMENT DEVELOPMENT

Conflict Management Workshop

Noël Christian
Consultant in Human Resources/
Management Development
8099 Friday, December 16
8:30 a.m. - 12:30 p.m.
Fee: $5

Conflict is inherent in communication/interaction between humans. It may be positive in some instances, negative in some, and irrelevant in others. Without conflict, however, no growth takes place, whether in individuals, groups, or society as a whole. This workshop provides the opportunity to look at the repertoire of conflict-handling skills available when individuals face conflict situations, and to consider different approaches in different situations. As a result of participating in this workshop, you will be able to:
☐ Identify and evaluate the ways in which you currently deal with conflict—your productive and counterproductive styles
☐ Analyze the effectiveness of your approaches
☐ Modify or change your conflict-handling modes if you choose to do so

Continuing education credit will be available for nurses who attend this workshop.

ORGANIZATIONAL PROCEDURES

Benefits Training Workshop

Judy Kell and Sandra Norberg
UCSF Benefits Representatives
Register by calling instructor at X61843

This program is designed for employees who are assigned the responsibilities of providing new employees in their department with information about insurance and retirement benefits. Workshops will be held for as few as three people and will provide an overview of benefits relating to insurance and retirement. Also, participants will learn about the resources available to them for reference.

Contracts and Grants Workshop

UCSF Contracts and Grants Staff
8100 Wednesday, October 5
1 - 4 p.m.
8101 Tuesday, November 8
1 - 4 p.m.
Fee: $5

The Contracts and Grants Workshop is offered to instruct employees in the elements of a proposal budget, and in the procedures for getting the proposal through the system. The workshop is intended to help employees avoid the errors most commonly made and, thereby, to facilitate proposal submission. The workshop will focus on:
☐ The elements of a budget
☐ The Contracts and Grants Approval Form
☐ The NIH 398 application forms

New Employee Orientation Program

Susan Eveleth
UCSF Career Development Specialist, and
UCSF Personnel Department Staff
Tuesdays, Ongoing program
throughout the year

This program serves to welcome new employees and to provide information vital to their first weeks of employment. It is designed as an overview of the campus community and to enhance the orientation new employees are given within their individual departments. This four-hour program is presented twice a month. Supervisors should call X61073 to schedule new employees who have not received an orientation notice within three weeks of their starting date. Employees will be introduced to:
☐ Historical origins and current structure of UCSF
☐ UCSF's role as a major health sciences center
☐ Policies and procedures of interest to new employees
☐ Explanation of financial benefits
☐ Special resources for UCSF employees

Reading the General Ledger

Jane Powers
Assistant Accounting Officer
UCSF Accounting Office
8107 Monday, October 10
8:30 - 11:30 a.m.
Fee: $5

This course offers employees the opportunity to learn about account/fund coding structure; preparation and type of journal entries; how to read the general ledger and who to call for accounting information.

As a result of attending this class you will gain basic information for:
☐ Preparing journal entries
☐ Understanding the various types of entries in the general ledger
☐ Distinguishing between the four major elements of the general ledger: budget, financial, encumbrances and balances
☐ Learning how to read the general ledger
☐ Determining how and who to ask for help in the Accounting Office

Financial Planning and Your UC Benefits

John Beeson, C.F.P.
UCSF Director of Financial Planning
and Benefits
8111 Thursday, October 13
10 a.m. - 12 noon, Toland Hall
Fee: $5

This workshop addresses the complexities and opportunities of personal financial planning. Discussed will be:
☐ What is financial planning? Why is it important and how do you get started?
☐ Personal cash flow and balance sheet analysis
☐ How to integrate your UC benefits into your financial planning
☐ How to prepare for retirement. How much money is enough?
☐ Insurance—to much or too little?
☐ Tax planning
☐ Estate needs
☐ How to select the best investment plan for your unique needs
☐ Applying the above concepts to your personal situation

Grants Training Program: Cost Transfers

Extramural Funds Division Staff
UCSF Accounting Office
8125 Monday, October 31
9 a.m. - 12 noon
Fee: $5

All University financial transactions are subject to audit. One area in which the University is particularly vulnerable is cost transfers. Accordingly, this course is designed to:
☐ Insure compliance with all federal, state, and local regulations
☐ Put in place clear, concise procedures to be used, thereby reducing the time it takes to prepare cost transfers in the departments and to review them in the Accounting Office
☐ Focus on procedures which will minimize disallowances due to incomplete documentation, poor explanation or improper (not allowable or applicable) cost transfers
☐ Reduce or avoid cost transfers
This course is mandatory for departmental reviewers of cost transfers. Other interested users of UCSF cost transfer systems are also welcome.

Travel Expense Processing

Ron Kos and Bob Huckaby
Assistant Disbursement Manager and
Accounting Assistant
UCSF Accounting Office, Travel Section
8108 Thursday, October 6
9 a.m. - 12 noon
8109 Wednesday, November 2
1:30 - 4:30 p.m.
8110 Thursday, December 8
9 a.m. - 12 noon
Fee: $5

This workshop is for faculty and staff employees who process travel expenses and who need an understanding of Policy and Procedures. Participants will learn:
☐ What types of travel expenses will be reimbursed
☐ How to fill out UCSF travel forms
☐ How to obtain discount information on hotels and car rentals

Payroll Workshop

John Bouchard
Management Services Officer
UCSF Accounting Office, Payroll Division
8104 Wednesday, October 19
9 a.m. - 12 noon
8105 Tuesday, November 15
9 a.m. - 12 noon
8106 Thursday, December 15
9 a.m. - 12 noon
Fee: $5

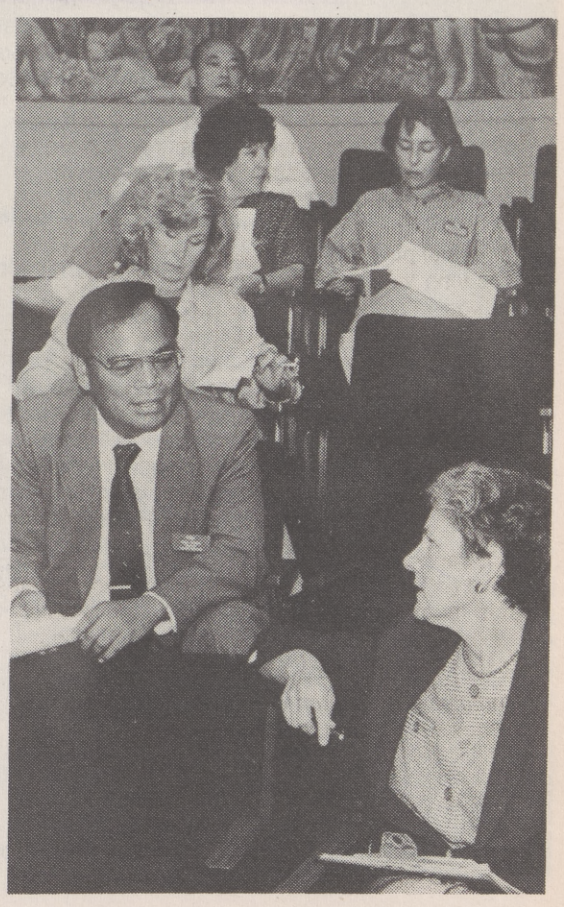
This workshop is offered to familiarize departments with the various payroll functions and services provided. The course is designed to identify and discuss the most common problem areas encountered in payroll processing activities.

As a result of attending this workshop, you will be able to:
☐ Distinguish between positive/negative time reporting requirements
☐ Prepare a complete new hire packet
☐ Complete various payroll forms
☐ Interpret the Distribution of Payroll Expense Report

Vendor Payments

Gene Brekhus
Supervisor, Accounts Payable Division
UCSF Accounting Office
8102 Wednesday, October 26
8:30 a.m. - 12 noon
Fee: $5

Each department in the University is responsible for approving invoices for payment after goods and services have been received, and for advising the Accounting Office if payment is not in order. This course will give you the information you need in order to use effectively the accounts payable vendor payment system. You will learn:
☐ How to pay your bills
☐ What approvals are necessary
☐ When a purchase order is required
☐ How to fill out a check request form
☐ How to determine if a bill has been paid
☐ How to deal with exceptions to normal processing



Materiel Management Workshop

Dave Kolsom
Deputy Purchasing Manager
UCSF Materiel Management Department
8103 Tuesdays, November 1 & 8
8:30 a.m. - 12:30 p.m.
Fee: $15 (includes manual)

This workshop discusses various buying practices, procedures, and policies that affect department purchases.

First Day
☐ Materiel Management organization
☐ What to expect from purchasing
☐ How to use various purchase orders
☐ Employee vendors/Conflict of interest
☐ Source selection
☐ Transportation of goods
☐ Small Business Program

Second Day
☐ Planned purchasing
☐ Campus agreements
☐ Commodity discussions (Relocation/household moves, furniture, radioactive materials)
☐ Equipment management
☐ How to use Reprographics and Quick Copy
☐ Stores Operation (Warehousing, Stores, Surplus and Storage, Chemical Stores, etc.)

DEVELOPMENT AND TRAINING COMPUTER CLASSES

To register for the following classes mail a Development and Training application form to Box 0834, or for additional information call X64032.

Introduction to Word Processing

Women's Computer Literacy Project Consultant
8113 Monday, November 7
8:30 a.m. - 4:30 p.m.
Fee: $50

This workshop is designed for employees who have no experience with a word processing software package. The class is generic, so students will be able to work with other brands of software or hardware (including Macintosh computers). The word processing application introduced in this workshop is WordPerfect using an IBM XT computer. The topics and functions covered will be:
☐ The components of a work station
☐ Keyboard functions for word processing systems
☐ Care of diskettes
☐ Start-up procedures
☐ Creating a file
☐ Formatting a letter
☐ Editing
☐ Storing
☐ Printing

If you have no typing skills, it is recommended that you complete "Typing Instruction Via Computer" before registering for this class.

Demystifying Computers and Introduction to Operating Systems

Women's Computer Literacy Project Consultant
8112 Friday, October 21
9 a.m. - 4:30 p.m.
Fee: $50

This is an introductory course for those who know nothing about computers or those who have been using a computer for a specific task but wish to become more self-sufficient.

The course material is especially suited to those students wishing to use or purchase either hardware or software. You will learn:
☐ The basic vocabulary of computers so you will understand all the computer buzzwords and jargon
☐ An overview of the "big three": word processing, spreadsheets, and database management
☐ How to use the operating system (DOS) to keep your information in a tidy and useable fashion

If you have no typing skills, it is recommended that you complete "Typing Instruction Via Computer" before registering for this class. It is also suggested that you follow this course with a course in word processing, so that you can apply what you learned in this class.

Introduction to Database Management

Women's Computer Literacy Project Consultant
8114 Tuesday, November 15
8:30 a.m. - 4:30 p.m.
Fee: $50

This class is designed for students who have never used database management software before. The class is generic, so students will be able to work with any brand of software or hardware (including Macintosh).

Database management is a "fancy" word for electronic filing. If you maintain manual files and are constantly updating, sorting, or looking up information in these manual files, you may want to install automated, electronic filing instead. In this class you will learn:
☐ How to design the computer-based filing system you need, both now and in the future
☐ How to do indexing and searching to optimize the performance of your system
☐ How to design your system to avoid having to enter the same pieces of information in many separate files

If you have never used a computer, it is recommended that you complete "Demystifying Computers" before registering for this class.

Introduction to Spreadsheets

Women's Computer Literacy Project Consultant
8115 Monday and Tuesday
December 5, 8:30 a.m. - 4:30 p.m. &
December 6, 8:30 a.m. - 12 noon
Fee: $90

This class is designed for students who have never used a computer-based spreadsheet, or who have been using a spreadsheet that someone else has designed, and want to know more.

The class is generic, so students will be able to do their work using any brand of software and hardware (including Macintosh computers). However, this class will use Lotus 1-2-3 to do all hands-on training. After attending this class you will be able to:
☐ Recognize which paper-and-pencil tasks make sense to computerize using spreadsheet software
☐ Understand how to use the basic functions of any spreadsheet program
☐ Learn more advanced applications on your own by using the tutorial programs that are included with your program

Students are encouraged to bring a spreadsheet problem to the first day of class.

If you have never used a computer before, it is recommended that you complete "Demystifying Computers" before registering for this class.

COMPUTER CENTER CLASSES FOR IBM & UNIX SYSTEMS USERS

For additional information, or to register for a Computer Center class, call X62974. See the Computer Center Newsletter for complete class descriptions and a list of scheduled classes.

General Orientation Clinic

This clinic includes an explanation of both mainframe and microcomputer facilities, a brief tour of the Computer Center, and an optional 15 to 20 minute demonstration of CMS or UNIX. No Fee.

Introduction to UNIX and vi

This class covers introductory UNIX information; logging in and logging out; a brief discussion of the hierarchical file system; basic UNIX shell commands, and an introduction to vi, the display-oriented interactive text editor. Fee: $100.

Document Preparation on UNIX using Nroff

This class introduces some of the simplest and most common commands used by nroff for formatting letters, manuscripts, and papers on the UNIX system. Fee: $60.

UNIX Mail

This class covers the features of the UNIX mail command and includes information on how to send and receive electronic mail or files between on-campus computers, and between a campus and an off-campus machine. Fee: $30

Introduction to CMS, Part 1

This introduction to CMS (Conversational Monitor System), the interactive system available on the IBM computer, covers the following information on the elementary features of CMS: logging on, file manipulation, the XEDIT editor, and the CP/CMS environment. Fee: $30.

Introduction to CMS, Part 2

This class is aimed at users who have completed the introductory class, or who have some familiarity with CMS. Topics covered include an expanded discussion of file management, file modes, the printing of CMS files, electronic mail and "conversations", online documentation, news, and self-teaching tools. Fee: $30.

Introduction to CMS, Part 3

This class is aimed at users who have either completed the first two courses or are very familiar with CMS and wish to further develop their skills and learn more advanced techniques. Topics covered include an overview of the CP spooling facility and its relation to CMS, a brief discussion on exec-writing in REXX, and the use of VMSCHEDULE. Fee: $30.

Using CMS Electronic Mail

This class covers the use of the local CMS MAIL command to send and receive electronic memos or existing files to and from userids, either local or on other Bitnet nodes. Fee: $30

Introduction to SCRIPT

This class covers simple SCRIPT control words used to achieve formatted correspondence and manuscripts. Fee: $60

Introduction to GML

This class includes using the layouts and tags of GML (General Markup Language) which provide an easy and consistent way to produce formatted documents. Fee: $60

SAS: Introduction

Topics covered in this class include: The DATA and PROC statements, data input and output, getting your data into shape, sorting and merging data, creating, documenting, and storing SAS system files, DO loops, IF THEN ELSE statements, SAS formats, and error diagnosis. Fee: $90

Intermediate SAS

This course covers intermediate Proc Step and Data Step applications; techniques for recoding and creating variables, merging and splitting files, making strategic choices among some of the more commonly used statistical procedures; and an overview of non-standard ways to build SAS datasets such as through the use of FSEDIT and FSCALC. Fee: $60

SAS: Report Writing

This course focuses on presentation report techniques using the 3800 and the 2700 printers for SAS data sets. Fee: $60.

SAS/GRAPH

This course focuses entirely upon the creation and manipulation of graphs using SAS/GRAPH. Fee: $40.

SPSSX: Introduction

This class is an introduction to the workings of SPSSX. It covers how to get your data into SPSSX, cleaning and documenting your SPSSX system files, sorting your cases, and using procedures for simple descriptive statistics. Fee: $60

SPSSX: Advanced Data and File Management

Topics covered include: VECTOR processing, DO IF—END IF structures, reading data with the FILE TYPE GROUPED, FILE TYPE MIXED, and RECORD TYPE commands, the DO REPEAT command, and the splitting and merging of files. Fee: $30

COMPUTER CENTER CLASSES FOR IBM PC USERS

Microcomputer Orientation Clinic (No Fee)

This clinic includes a brief tour of the User Room facilities and a discussion of the fundamentals of using the available microcomputer hardware and software. No Fee.

Introduction to Microcomputers

An overview of microcomputer concepts, hardware, and software. Fee: $30

PC Systems - 1

An introduction to the Disk Operating System (DOS) for the IBM-PC and compatibles. This class covers the elementary DOS commands necessary for using the PC, and the installation of new software. Fee: $50

PC Systems - 2

This class focuses on directory structures and the logic and use of subdirectories. The use of batch files to invoke application programs is introduced. Fee: $50

PC Systems - 3

This class extends the concepts and skills introduced in PC Systems - 2. System configuration with the CONFIG.SYS file, complex batch files, and piping and redirection are explained. Fee: $50

PC Systems - 4

Advanced DOS commands and special topics are covered in this class. Backup and restore problems, fixed disk formatting, device drivers for various disk drive types, diagnostics and error messages, and extended/expanded memory are included. Fee: $50

Lotus 1-2-3, Part 1

This class provides an overview and introduction to the Lotus system. The lecture introduces the spreadsheet's structure, data entry procedures, and essential commands. Fee: $50

Lotus 1-2-3, Part 2

This class covers the database management features of Lotus. In addition, macros and graphics are introduced. Fee: $50.

Advanced Lotus 1-2-3

Advanced functions of 1-2-3 are explained in greater detail. Advanced macros, formulas, functions, worksheet organization and problems from students are discussed. Fee: $50

Introduction to Microsoft Word

This introductory class covers elementary and intermediate operations. The first session covers choosing commands; entering, revising, moving, copying, and selecting text; printing; spelling; thesaurus; hyphenation; and "help". The second session covers searching and replacing text; character, paragraph, and division formats; windows; the glossary; and style sheets. Fee: $100

Advanced Microsoft Word, Part 1

This class covers more advanced applications, including printing form letters and mailing labels; creating and completing pre-constructed forms; entering footnotes; compiling an index and table of contents; and outlining. Fee: $50

Advanced Microsoft Word, Part 2

Additional advanced Word capabilities are covered, including document management and retrieval; line drawing; arithmetic operations; sorting; macros; and using Word with Lotus 1-2-3 and graphics. Style sheet topics are also discussed. Fee: $50

WordPerfect, Part 1

This class covers WordPerfect's basic word processing commands, including those used to create, edit, and print documents. Also introduced are macros, and the interaction between WordPerfect and DOS. Fee: $100

WordPerfect, Part 2

This class focuses on installation procedures; printer definition; and advanced document formatting procedures. Problems from students also are discussed. Fee: $50

WRITING SKILLS

Writing and Editing Skills

Barbara Nelson
Writing Consultant
8119 Wednesdays and Monday
October 5, 12, 17
9 a.m. - 12 noon
Fee: $20

Like it or not, you are judged by your writing. Whenever you put words on paper, your image and the image of your employer is on the line. This workshop will teach you to write and edit communications that are professional, correct, and effective. You will learn how to:

- ☐ Get directly to the point
- ☐ Organize material
- ☐ Construct clear sentences
- ☐ Recognize and correct common errors in grammar and punctuation
- ☐ Omit unnecessary words and jargon
- ☐ Create an appropriate tone

CLERICAL SKILLS

Basic Medical Terminology II

Douglas Hamm
UCSF Transcription Supervisor
8116 Thursdays, October 6 through November 3
Wednesdays, November 9, 23, 30
Thursdays, December 1 through 15
1 - 2 p.m.
Fee: $20

Learning a foreign language can be difficult if you have not learned the basics. Although medical terminology is not exactly a foreign language, it employs root words, prefixes, and suffixes derived from Greek and Latin. This course is an extension of the Basic Medical Terminology I course taught by Sally Stewart. In class you will review the foundations of terminology structure, learn some basic rules in word formations and usage, and broaden the vocabulary you learned in Basic Medical Terminology I. The goal of this course is for you to learn theory, vocabulary, and practical application of medical terminology. A portion of this class will be devoted to understanding physicians' charting symbols and abbreviations, as well as medical shorthand.

Prerequisite: Basic Medical Terminology I or a prequalifying exam.

Typing Instruction Via Computer

Ronda Goldstein
Business Communications Consultant
8118 Tuesday, Thursday and Friday
October 11, 13, 14,
10 a.m. - 12 noon
Fee: $35

This is a typing course designed for students of all levels. Using an IBM-PC and an easy-to-use typing tutorial program, you can learn the keyboard without peeking at the keys, and improve your speed and accuracy. For additional practice, an excellent and inexpensive typing exercise book will be available. Enrollment in this class will be limited to 12, so be sure to register early.

Survival Skills for the Administrative Assistant

Gail Banish
UCSF Development and Training Division and
Representative Speakers from UCSF Departments
8117 Tuesdays, November 22, 29, December 6
8:30 a.m. - 12 noon
Fee: $20 (includes manual)

This workshop will include instructors from Accounting, Materiel Management, and the Personnel Department. An overview of procedures and forms related to the subjects listed below will be presented. A comprehensive manual of the most commonly used UCSF forms, and a list of services and resources will be distributed. Subjects covered:
☐ Payroll
☐ General Ledger
☐ Travel
☐ Vendor Payments
☐ Materiel Management (Purchasing)
☐ Personnel Divisions
☐ Employment (Recruiting Process)
☐ Networking

HEALTH AND SAFETY PROGRAMS

AIDS in the Workplace

San Francisco AIDS Foundation Consultant
8123 Friday, November 4,
1:30 - 3 p.m.
No Fee

Are you an employee frightened of getting AIDS on the job, or concerned about how to support a co-worker with AIDS? Are you a supervisor or manager confronting the possibility of AIDS in your department? Then this workshop is for you.

In this workshop, you will learn:
☐ How leading Bay Area workplaces are handling AIDS
☐ The latest information about AIDS transmission, prevention and treatment
☐ How to locate further resources related to AIDS in the workplace

Save-A-Heart CPR Course

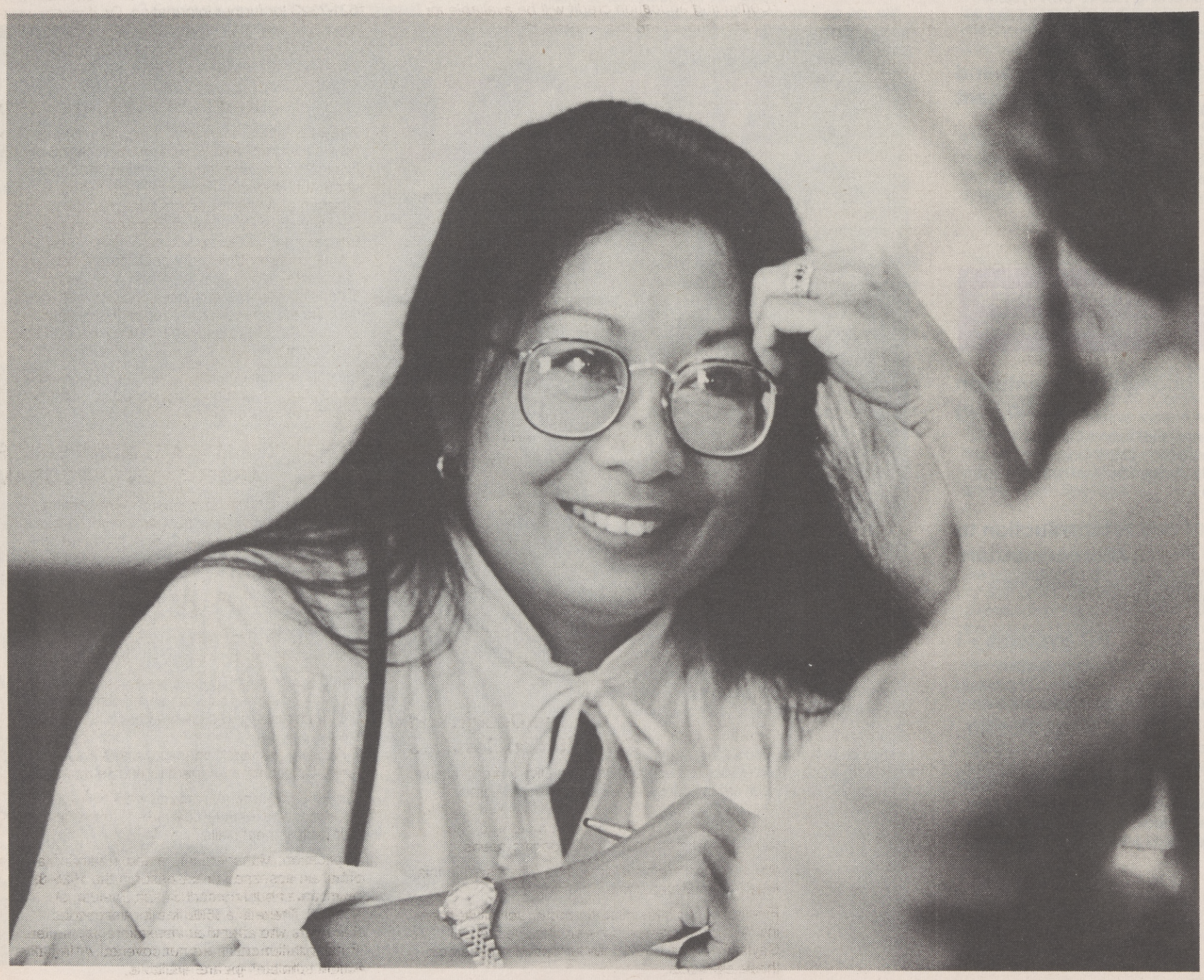
Gary Barton
UCSF CPR Coordinator
Sign up for courses by calling X61817
Course offered twice a month
Fee: $20

Cardiopulmonary resuscitation (CPR) is a life-saving technique which allows you, the rescuer, to keep someone alive whose lungs and/or heart have stopped working due to accident or illness. Those attending the save-a-heart course will learn through a combination of self-paced individual study and hands-on practice. At the completion of the course, participants will be able to:
☐ Employ assessment skills and verbalize the victim's condition
☐ Demonstrate mouth-to-mouth breathing, chest compressions, and choke-saving skills on a training mannequin
☐ Activate the emergency medical services system

Rape Prevention Education

Leslie Simon
UCSF Coordinator
Rape Prevention Education Program
Dates and times given upon request

Our Rape Prevention Education Program serves the UCSF community, students, staff, faculty, and neighbors, including those at off-campus facilities, by providing education and information on topics related to sexual assault. The coordinator offers a free 90-minute personal safety discussion group on safety awareness, myths and realities about sexual assault-related resources, and self-defense options. Training workshops and special information workshops provide inservice training for police, medical workers, emergency room staff, and all professionals and paraprofessionals on campus who might work with people who have been sexually assaulted. A small collection of books and articles on sexual assault is available for reference. For information, contact the Rape Prevention Education Program, Women's Resource Center, X65222.



Unit Stress Assessment/ Education Services

Bruce Flynn, M.S., C.R.C.
Coordinator
UCSF Employee Rehabilitation Services
To arrange, contact instructor at X62621

How aware are you and your employees of the origin and nature of stress; its effects on health, productivity, and job satisfaction; its relationship to burnout? Specialized services are available to departments or units, which can help employees identify the stresses in their work lives, assess stressor patterns within the unit, and offer suggestions as to how the effects of these stresses may be amended. Through this process, the unit creates a more cohesive, and less stressful, work environment.

EMPLOYEE DEVELOPMENT

Telephone Etiquette Training

Cindy Sonnenberg/Dorie Brannigan
Communication Consultants
8120 Monday, October 3
9 - 11 a.m.
Fee: $5

Often, the first time you meet a person in business is over the telephone. The image you project over the telephone is the image that callers have of you and your department. Knowing how to use your telephone system to make a good impression can improve your job performance. The class is designed to teach you proper etiquette techniques to improve your telephone image. The training also provides useful information on how to correctly use your telephone system.

Self-Assessment for Career Planning

Susan Eveleth
Career Development Specialist
UCSF Personnel Department
8121 Wednesdays, November 16, 23, 30, December 7, 8:30 a.m. - 12 noon
Fee: $10

In this workshop you will have the chance to define and examine your work-related values, skills, and interests, to explore alternative career options, and to determine realistic career goals. The Strong-Campbell Interest Inventory is used to show you which of your interests match with members of various occupational groups. Individual counseling sessions conclude the series. The four sessions are sequential and participants who cannot attend all four sessions will be asked to register for a later series. As a result of this workshop, you will be able to:

☐ Identify your own career values
☐ Assess your interests using the Strong-Campbell Interest Inventory
☐ Identify the functional skills you currently use in your job
☐ Analyze your present job for future career development
☐ Prepare a realistic action plan

Communicating with Confidence: A Workshop for Non-Managers

Neuritsa Lancaster
Consultant
8122 Thursday, December 1
9 a.m. - 4:30 p.m.
Fee: $20

Communicating positively with confidence is one of the most important qualities in successful performance on the job. This course will offer employees an opportunity to learn about the components of successful, positive communication and to practice communication skills. As a result of attending this class, you will be able to:

☐ Request information regarding your work performance
☐ Give effective instructions to others
☐ Ask for help in a way that makes it easier for others to lend assistance
☐ Clearly and directly express your concerns
☐ Recognize and make use of both verbal and non-verbal aspects of communication

Continuing education credit will be available for nurses who attend this workshop.

SPECIAL PROGRAMS AND SERVICES

Retirement Planning Program

Susan Eveleth
Career Development Specialist
UCSF Personnel Department &

Faricita Wyatt
Retirees' Program Coordinator
UCSF Personnel Department
8124 Mondays,
November 7, 14, 21, 28,
December 5, 12, 10 a.m. - 12 noon
Fee $5

This workshop is intended for UCSF employees who want to begin planning their retirement. Six 2-hour sessions focus on topics of interest in the retirement process and provide information and resources to support personal goals for the retirement years.

In this program you will be given information about:

☐ Estate planning
☐ Financial and tax planning
☐ Basic and additional University retirement systems
☐ The retirement process and continuing UC benefits
☐ Social Security eligibility and benefits
☐ UCSF Retirees' Association

Course Design and Consultation Services

The Development and Training Division can assist your organizational unit with training program design. We can help you devise your own training class, or locate outside professionals who can tailor programs to meet your specific needs.

We can also bring the programs advertised in this insert to your department on request.

Finally, we can administrate and/or advertise training programs created by your unit. Please call Gayla Tyson at X64032 for further information on these services.

Career Development Services

Career Development Services provide a variety of ways in which employees can assess their values, skills and interests, and develop strategies for realistically coping with their work environments. Workshops are available to help participants examine career directions and explore career options. In addition, employees can schedule individual counseling sessions with a Career Development Specialist to discuss career decisions. Supervisors who want to help employees plan and develop their job potential can also meet with the Career Development Specialist. The focus of these services is on the needs of UCSF working adults to clarify their own information, to promote self-advocacy, and to encourage productivity in their work life. Contact Susan Eveleth, X64032.

Literacy Training

A number of agencies in the San Francisco Bay Area provide literacy training services. If someone in your unit needs literacy skills (i.e., basic reading and writing for English-speaking adults), contact Project Read at the San Francisco Public Library at 621-7323 for further information. Or, if you have literacy training issues you would like to explore, call Gayla Tyson, Development and Training Division: X64032.

Reduced Fee Enrollments

A regular status employee* in a career position who meets the admission requirements of the University is eligible to attend regular session UC courses under the Reduced Fee Enrollment Program. This program provides for two-thirds reduction of both the University Registration Fee and the University Educational Fee for up to nine units or three regular session University of California courses per quarter, whichever is greater. University Extension courses and Development and Training courses are not covered through this policy. Contact Pat Coleman, X61563, for Reduced Fee Enrollment forms.

*Regular status employees are those who have completed the probationary period in a career position at 50% or greater time.

MANAGEMENT SKILLS ASSESSMENT PROGRAM

The MSAP is a University-wide management development program, designed to improve on-the-job performance and to help assessees become better able to compete successfully for management positions.

All University of California career staff employees who are full supervisors or entry-level managers are eligible to participate as assessees. Women and minority personnel are encouraged to apply.

The program takes place over four days at an off-campus retreat facility, where assessees:

☐ Demonstrate and evaluate their management skills
☐ Receive feedback on their performance from senior University managers or middle managers

After the program, assessees work with their supervisors to identify activities for development of their professional skills.

Application: Managers interested in serving as either an assessee or assessor in the **1988-89 program** should contact Susan Eveleth, at X64032. There is a $500 fee for assessees. Managers who attend as assessors pay no fee. Transportation costs are not covered. Affirmative Action scholarships are available.

Accounting Mysteries Solved!

The Accounting Office is expanding their course offerings. Featured above is the team of instructors, as they create their new and improved curriculum. Left to right are: Bob Huckaby, Travel Expense Processing; Jane Powers, Reading the General Ledger; Ron Kos, Travel Expense Processing; Teresa Chen, Grants Training Program: Cost Transfers; Gene Brekhus, Vendor Payments; John Bouchard, Payroll.

FOR DEVELOPMENT AND TRAINING INFORMATION CALL OR WRITE

Gayla Tyson, Division Manager
Susan Eveleth, Career Development Specialist
Gail Banish, Administrative Assistant
Ric Wilson, Program Assistant
Hung Nguyen, Data Processing Specialist
Box 0834
San Francisco, CA 94143-0834
(415) 476-4032

AFFIRMATIVE ACTION STATEMENT

In accordance with applicable Federal laws and University policy, the University of California, San Francisco does not discriminate in any of its policies, procedures, or practices on the basis of race, color, national origin, sex, sexual orientation, age, or handicap. Inquiries regarding the University of California, San Francisco's equal opportunity policies may be directed to: Affirmative Action Coordinator, University of California, San Francisco, (415) 476-4752.

ENROLLMENT PROCEDURES

Enrollment is on a first-come, first-served basis. Classes are limited to a suitable size, and are for UCSF employees only.

1. Promptly fill out the Enrollment Application, **ONE PARTICIPANT AND ONE CLASS PER APPLICATION**, and return to the Development and Training Division, Box 0834.

2. If dates and times for the courses you choose are not specifically provided in this insert, please enroll in the course anyway. Development and Training will contact you when a date and time have been determined.

3. If your department is to be recharged, the budget number, budget authorization signature and your supervisor's signature is required. If you attend the course on your own time and pay your own fees, these signatures are not required. Checks should be made payable to the **UC Regents and dated the first day of the course** for which you are applying.

4. A letter confirming your enrollment and class location will be sent to you *two weeks* before the class is held. If you have not received a confirmation letter at least one week before the class, please call us immediately at X64032.

5. If the class is filled you will be placed on the waiting list and notified by mail. If you have not received notification one week before the class begins, please call us at X64032.

ENROLLMENT APPLICATION
DETACH AND RETURN TO:
DEVELOPMENT & TRAINING, BOX 0834

One participant and one class per application. An application is required for enrollment even when there is NO FEE for the course. Refunds on cancelled courses are made only if cancellation occurs TWO full days before the course is held.

(please print or type)

Current Date _____
Course Title _____ Session Number _____
Applicant's Name _____ Phone Ext. _____
Job Title _____ Mail Stop (Box) _ _ _ _ _____
Department Name _____
Supervisor's Signature _____
Employee Identification Number _ _ _ _ _ _
Fee $ _____
Paid by: (check one) ☐ Dept. _____ ☐ Personal Check To "UC Regents"
Check # _____
Check attached and dated the FIRST day of the course. ONE CHECK PER COURSE PLEASE.

Department Budget No. _ _ _ _ _ _ _ _ _ _ _ _ _
Budget Authorization Signature _____

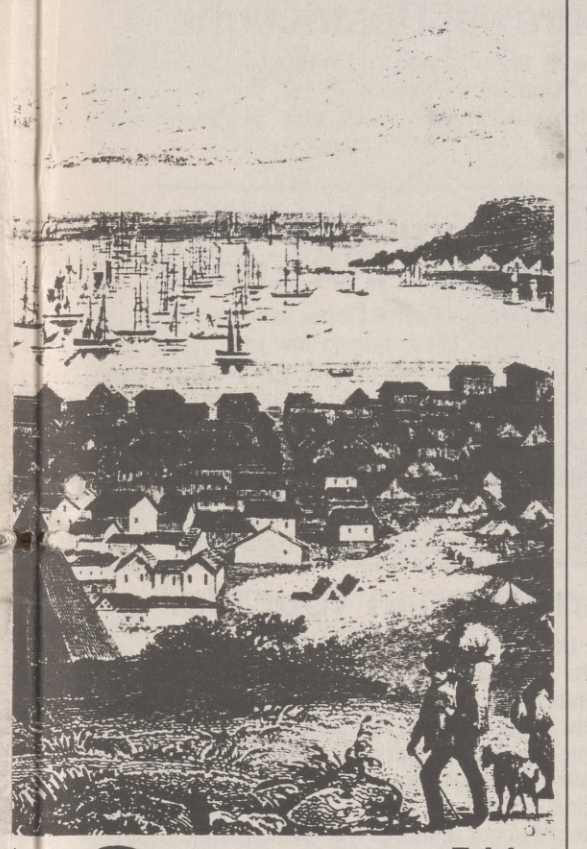
CANCELLATION POLICY

If you determine you cannot attend a class, please call the Development and Training office immediately to let us know, so that we can schedule another interested participant into your slot. In order to receive a cash or departmental refund, the Development and Training Division requires that cancellations be made **2 full working days** in advance of the scheduled class.

WAITING LISTS

Waiting lists are only valid for the current quarter (Fall, Winter or Spring). If you were put on a waiting list in the Spring quarter, you must re-apply to the class this quarter (Fall).

Aug. 27-Sept. 16, 1988



9 Friday

SFGH MAXILLOFACIAL TRAUMA CONFERENCE. Rm. 4H4, SFGH. 7-7:30 a.m.

SFGH NUCLEAR MEDICINE/RADIOLOGY CONFERENCE. Rm. 1X58, SFGH. 7:40-9 a.m.

PULMONARY PHYSIOLOGY SEMINAR: *Bronchial Provocation.* Dean Sheppard, Med. L 1361. 8-9:30 a.m.

CIRCLE OF SISTERS: Weekly support group for black women working & studying at UCSF. C 130. Noon-1 p.m.

PATHS OF HEALING & WHOLENESS SEMINAR: *Huna: The Secret Science of Miracles.* Jack Gray. N 517. Noon-1 p.m.*

ALCOHOLICS ANONYMOUS MEETING: All are invited. HSE 336. Noon-1 p.m.*

10 Saturday

UROLOGY GRAND ROUNDS: *Renal Trauma: Assessment, Operative Indications & Surgical Reconstruction.* Jack W. McAninch & Joseph T. Spaulding, Uro. HSW 300. 8:30-10 a.m.

CERVICAL CAP TRAINING

Workshop for practitioners to learn how to fit the cervical cap. Sponsored by UCSF Women's Resource Center & given by Oakland's Woman to Woman Clinic. Toland Hall. 10:30 a.m.-5 p.m. $150. Preregister by Sept. 7. Call Elizabeth Davis, 420-1000.*

12 Monday

JEWISH WOMEN'S SUPPORT GROUP: For Jewish women working or studying at UCSF. Noon-1 p.m. Call x65836 for location.

OVEREATERS ANONYMOUS MEETING: N 417. 12:10 p.m. Call Janet, x61504.*

HELEN YURA IS REGENTS LECTURER

Curriculum Development for the Health Professions for the Year 2000. Helen Yura, eminent professor & graduate program director, School of Nursing, Old Dominion U, Norfolk, VA. Toland Hall. 12:30-2 p.m.

LESBIAN SUPPORT GROUP. N 517. 1-2 p.m.

LABORATORY MEDICINE GRAND ROUNDS: *Resident Research Presentations: Target Cell Lysis by T-Lymphocytes.* Nancy Albritton, Lab. Med. *Oncogenes in Human Tumor Progression.* Brian Hjelle, Lab. Med. L 535. 4-4:50 p.m.

ANESTHESIA MORBIDITY/MORTALITY CONFERENCE. S 455. 5-6:30 p.m.

13 Tuesday

COMBINED MODALITY BREAST CANCER CONFERENCE. Surg. Clin. Cnfr. Rm., 6th Fl. A. 8 a.m.

ORAL & MAXILLOFACIAL SURGERY GRAND ROUNDS: *Evaluation of Neck Masses.* Michael Kaplan, Oto. C 701. 8 a.m.

SFGH PEDIATRIC GRAND ROUNDS: *Erythropoieton.* Kevin Shannon, Hemat. Carr Aud., SFGH. 8-9:30 a.m.

TRANSFUSION MEDICINE RESEARCH FORUM: *Characterization of HIV-2 Isolates.* Louise Evans, Biochem. L 535. 8:30 a.m.

NEW EMPLOYEE ORIENTATION: *UCSF Policy, Procedures & Benefits.* Presented every other Tues. All new employees are urged to attend. Toland Hall. 8:30 a.m.-noon. To register call Lenard Florendo, x61073. Medical Center employees call Gemma Reiser, x64846.

OB/GYN GRAND ROUNDS. S 1364. 9 a.m.

PSYCHIATRY GRAND ROUNDS: *Molecular Genetics of Alzheimer's Disease & Down Syndrome.* David R. Cox, Psychr., Ped. & Biochem. LPPI Aud. 11 a.m.

SFGH MEDICINE GRAND ROUNDS. Carr Aud., SFGH. 11:30 a.m.

OBSTETRICS/PEDIATRICS & ANESTHESIOLOGY CONFERENCE: John L. Kitzmiller, Ob/Gyn; Roderic H. Phibbs, Ped. & CVRI; Sol Shnider, Anes. & Ob/Gyn. M 1486. Noon.

SFGH GI-MEDICINE/SURGERY/RADIOLOGY IMAGING CONFERENCE. Rm. 1X58, SFGH. 4-5 p.m.

NEUROLOGY GRAND ROUNDS: *Two New Treatable Muscle Diseases.* Robert Miller, Neuro. S 664. 4:30-5:45 p.m.

14 Wednesday

PLASTIC SURGERY CONFERENCE: *Groin & Perineum Reconstruction.* Stephen J. Mathes, Surg. Toland Hall. 7-8 a.m.

SFGH ORTHOPEDIC SURGERY STAFF CONFERENCE. Rm. 5K8, SFGH. 7:30-9 a.m.

MULTIDISCIPLINARY TUMOR BOARD: M 1296. 7:30 a.m. Call Michele Hinojosa, coordinator, x61662.

DERMATOLOGY CONFERENCE: *Mechanisms of Auto-Immunity.* William Seaman, Med. & Arthro/Immuno., VAMC. HSW 301. 8 a.m.

NUCLEAR MEDICINE SEMINAR. L 340. 8:15-9:15 a.m.

ENDOCRINE GRAND ROUNDS: *G-Proteins & Trans-Membrane Signaling.* Henry Bourne, Pharmacol. & Med. M 1486. 8:30 a.m.

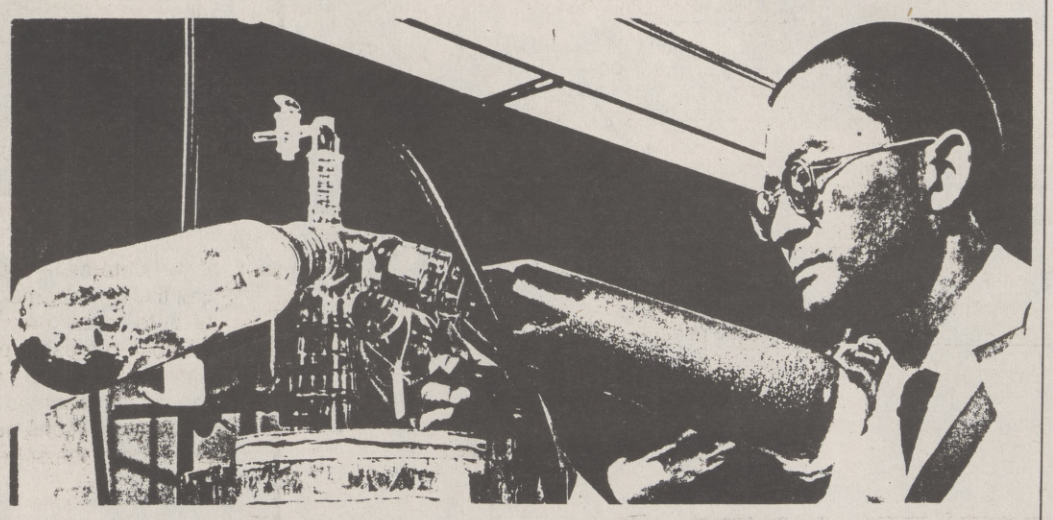
HIV+ SUPPORT GROUP: An anonymous weekly group for UCSF employees who have tested HIV positive but have not developed symptoms of AIDS or ARC. Noon. Call facilitators Marty Kortebein or Bruce Flynn, x62621.

BROWN BAG LECTURE SERIES: *Asthma: Trivial, Severe or Lethal?* Peter H. Strykers, Homer A. Boushey, Med. & CVRI. HSW 300. Noon. Call x64394.*

PARNASSUS AL-ANON MEETING: For friends & families of alcoholics. C 517. Noon.*

HEAD & NECK TUMOR CONFERENCE. A 723. 1-3 p.m.

VASCULAR SURGERY GRAND ROUNDS. 7 Long Solarium. 4-5:30 p.m.



TRISERVICES CARDIOLOGY CONFERENCE. L 1361. 4:30-5:30 p.m.

SFGH GI-MEDICINE/SURGERY PATIENT CARE CONFERENCE. Rm. 4H2, SFGH. 4:30 p.m.

PATHOLOGY GRAND ROUNDS: *Salivary Gland Histopathology.* Linda Ferrell, Path. HSW 508. 5:30-6:15 p.m.

SF HISTORY CLASS: Historian Charles A. Fracchia. A series of free classes on Wednesdays through Dec. 7. Toland Hall. 7:30-9:30 p.m.*

15 Thursday

MEDICAL GRAND ROUNDS: *Management of Hypercholesterolemia: A Primary Care Perspective.* Robert Baron, Med. Toland Hall. 8 a.m.

SFGH NEUROLOGY-NEUROSURGERY CONFERENCE. Rm. 4H2, SFGH. 8-9 a.m.

PEDIATRIC GRAND ROUNDS: *Cocaine Use: Effects on the Newborn.* Don F. Wong, Ped. S 664. 8:30-9:30 a.m.

SFGH TRAUMA CENTER CONFERENCE. Rm. 4H2, SFGH. 9-10 a.m.

PRIMARY CARE LECTURE SERIES: *Insulin Dependent & Non-Dependent Diabetes.* John Karam, Med., MRU & Clin. Endo. A 455. 10 a.m.-noon.

PEDIATRIC TUMOR BOARD. L 34. 11 a.m.-noon.

THE POWER PINCH

Video on sexual harassment followed by discussion which includes UCSF policies. Sponsored by UCSF Rape Prevention Education Program. HSW 302. Noon-1 p.m.*

NEURO-ONCOLOGY TUMOR BOARD. L 34. 12:30-1:30 p.m.

CRI HEMATOLOGY/ONCOLOGY GRAND ROUNDS: Debasish Tripathy, Hemat/Onc. M 1296. 1 p.m.

CLINICAL ONCOLOGY CONFERENCE. M 1296. 2 p.m.

NEUROSURGERY GRAND ROUNDS. HSW 302. 5:15-6:30 p.m.

ALCOHOLICS ANONYMOUS MEETING: All are invited. LPPI A116. 6 p.m.*

16 Friday

SFGH MAXILLOFACIAL TRAUMA CONFERENCE. Rm. 4H4, SFGH. 7-7:30 a.m.

SFGH NUCLEAR MEDICINE/RADIOLOGY CONFERENCE. Rm. 1X58, SFGH. 7:40-9 a.m.

PULMONARY PHYSIOLOGY SEMINAR: *Lung Fluid Balance.* Michael Flick, Med. L 1361. 8-9:30 a.m.

CIRCLE OF SISTERS: Weekly support group for black women working & studying at UCSF. C 130. Noon-1 p.m.

PATHS OF HEALING & WHOLENESS SEMINAR: *Choose Life: The Only Way Out Is In.* Linda Garcia. N 517. Noon-1 p.m.*

ALCOHOLICS ANONYMOUS MEETING: All are invited. HSE 336. Noon-1 p.m.*

CHOH HAO LI COMMEMORATED

Celebrating the life of the late UCSF endocrinologist & musician. Speakers include Howard A. Bern, Endo., UCB; Peter G. Condliffe, NIH; Roger Guillemin, Neuroendo., Salk Inst. & Hugh D. Niall, Bio., Genentech. Music by SF Conservatory String Quartet. Cole Hall. 2-4:30 p.m. (See story, page 2.)*

CONTINUING EDUCATION

MEDICINE
Call x65208 for further information unless otherwise noted.

Emergency Medicine. Holiday Inn Union Square, SF. Aug. 29-Sept. 2.

Surgical Pathology: Gastrointestinal & Gynecologic. Toland Hall. Sept. 8.

AIDS & the Oncologist. Hotel Nikko, SF. Sept. 16-17.

Primary Care Medicine. Portman Hotel, SF. Sept. 28-30.

Anatomic Pathology of AIDS. Stanford Court Hotel, SF. Oct. 7-8.

RAPE PREVENTION

Sponsored by UCSF Rape Prevention Education Program. Call x65222 for further information.*

The Power Pinch. Video & discussion on sexual harassment. (See Thurs., Sept. 15. Noon-1 p.m.)

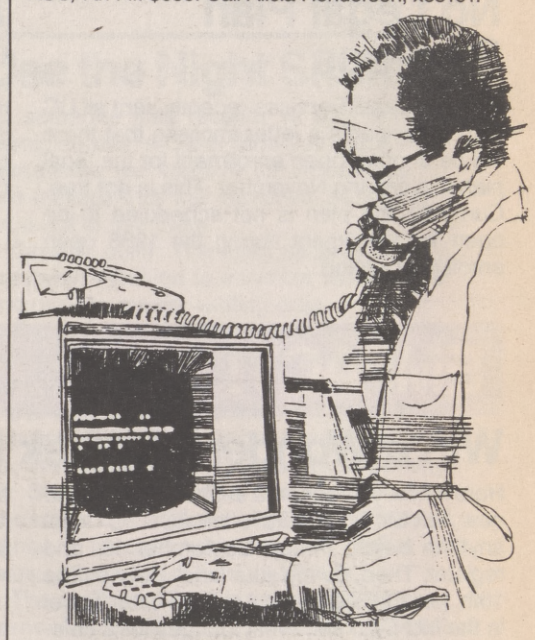
Self-Defense Classes for Children & Adolescents. Child Care Study Center, 610 Parnassus. Sat., Sept. 17, 24 & Oct. 1. Ages 7-10: 10:30 a.m.-12:30 p.m. Ages 11-14: 1-3 p.m. $30 for all three sessions.

Unmasking Abuse Issues with Masks. Six-session process group for women abused as children. Sat., Oct. 1-Nov. 5. 10 a.m.-noon. N 517. $5-$10/session sliding scale.

Support Group for Sexual Assault Survivors. 12 consecutive sessions. 5-6:30 p.m. Dates to be announced. $5-$40/session sliding scale.

PRONUNCIATION CLASS

Improve Your English Pronunciation. A 13-week course sponsored by the UCSF Speech & Audiology Clinic. Mon. & Wed, Sept. 12-Dec. 7. 12:10-12:55 p.m. ACC, 7th Flr. $650. Call Alicia Henderson, x65101.*



MELVYL/MEDLINE TRAINING

UCSF Library offers twice-weekly hour-long training sessions on using the MELVYL Online Catalog to search the MEDLINE database as well as Thursday seminars on basic MELVYL. Sign up at the main library entrance. Classes in HSE 245. Call x62337 for more information.

COMPUTER CLASSES

Sponsored by UCSF Computer Center, all classes are held in U 66. Reservations required. Call x62974 for information.

PC Systems-3. Aug. 31. 9 a.m.-noon.

WordPerfect, Part 2. Aug. 31. 1-4 p.m.

Using CMS Electronic Mail. Sept. 1. 1-4 p.m.

Introduction to Microcomputers. Sept. 7. 9 a.m.-noon.

Free statistical consultations held Mon., 2-3 p.m. & Thurs., 10-11 a.m. Call x62976 for further information.

HELP ELIMINATE SCHEDULING CONFLICTS

In order to help the campus avoid conflicts in scheduling important events, the News & Public Information Services Department has a computerized calendar. It is suggested that faculty, students and staff call x61541 when they are planning an event to make sure nothing has been scheduled for that date. Please note that in order to reserve campus conference rooms and auditoriums, it is still necessary to call Millberry Union at x62571, Room Reservations at x64436, Faculty/Alumni House at x64723, Laurel Heights at x68100 or the individual school or department.

Benefits/Personnel

Assessing Your Management Skills

If you're a career staff employee and would like to perform more effectively in your current position and become more competitive for higher-level University jobs, you might be interested in the Management Skills Assessment Program coordinated by Development and Training.

This University-wide program is designed for full supervisors, entry-level managers or professional staff members—from AA II or equivalent up to MSO I or equivalent.

Here's how the program works: First of all, this is not a training program. It is a management development program focusing on 11 performance skills that are of particular value to UC managers, including planning and organizing, problem analysis, decision making, oral communication and effectiveness. There are teams of six participants with two assessors per team. Each day the team has intensive assignments to highlight particular skills. At the end of the sessions, each participant receives a written and oral evaluation of each skill.

The next two sessions for the management skills program will be October 31-November 4, 1988 and March 6-10, 1989 at the Vallombrosa Center in Menlo Park. Application deadline for both assessee and assessor positions is Wednesday, September 14.

Participants are in residence for four days. There is a $500 fee which covers tuition and room and board. Travel fees are not covered. For further information call Susan Eveleth at x64032.

New Voluntary Plan Withdrawal Restrictions

As no doubt you have read many times, the Tax Reform Act of 1986 made a number of changes in the rules affecting the UC Voluntary Contribution Plan. Most of these changes already have taken effect. However, there are new withdrawal restrictions that will take effect January 1, 1989. If you are a member of this plan, you may want to attend one of a series of meetings explaining the new set of restrictions, provided by the Department of Financial Planning and Benefits. The sessions will run from noon to 1 p.m. on the following dates:

- Mon., Sept 19—CED/Hartsook Room
- Wed., Sept. 21—VAMC/Building 7 Auditorium
- Mon., Sept. 26—SFGH/Carr Auditorium
- Wed., Sept. 28 and Fri., Sept. 30—Oyster Point/Conference Room
- Mon., Oct. 3 and Wed., Oct. 5—Toland Hall

Wells Fargo Payroll Deduction IRA Ended

The Wells Fargo Payroll Deduction IRA plan has been cancelled, due to low utilization. The last deduction was collected August 1. If you have been a participant in this plan, you should have received a letter co-signed by UC Benefits and Wells Fargo. Questions, call Benefits, x61400.

Regarding "Fitness for Duty"

Recently a memo went round regarding "fitness for duty." In that it was meant for all employee eyes to see, here's a synopsis:

All UCSF employees are required to report for work in a physically and mentally sound condition. If a person has reason to believe that an employee may not be able to perform his or her job in a competent and safe manner, the supervisor is responsible for taking action to protect all affected parties.

Such action may include, but is not limited to, the following:

- The supervisor may require that the employee undergo, at no cost or loss of pay to the employee, a medical/behavioral examination to clarify the employee's ability to continue to perform his or her job duties.
- The supervisor may require that the employee refrain from further work or possibly be reassigned until the examination results are known and evaluated.

Refusal to comply with either of the above will be considered insubordination by the University.

Look for UC Savings Information in Your Mail

If you haven't already received it, any day now you should find in your home mailbox the latest information on UC savings opportunities. Naturally, you won't want to miss reading about all the opportunities available.

The package, which is going to all UCRS and PERS members and Voluntary Contribution Plan participants, includes UC literature, plus information on Fidelity, the Calvert Fund, IDS, US Saving Bonds, and enrollment forms for the Voluntary Contribution plan and After-Tax plans.

The package does not include a revised Summary Plan Description booklet incorporating changes brought about by the Tax Reform Act. This is because the Tax Reform Act is still under revision. The revised booklet will be available at a later date.

No Legal Plan Sign-ups

Midwest Legal Services recently sent all UC plan participants a letter implying that there will be another open enrollment for the legal plan this coming November. This is not true. Currently, the plan is not scheduled to be open for enrollment during the 1988 open enrollment period.

A&PS Update Sept. 8

Employee relations manager Julius Katz will review the new A&PS performance evaluation form on Thursday, September 8, from 1:30 to 3:30 p.m. in Toland Hall. There is no fee for the course, but registration is required. Call Development & Training, x64032.

How are the Funds Performing?

For those invested in the additional savings programs, here are the latest unit values and monthly factors (as of July 31):

- *Accumulation Unit Values*

Equity Fund: $49.69 (-1.4%)* (-14.88%)**
Bond Fund: $31.20 (-1.3%)* (5.39%)**

- *Monthly Factors*

Savings Fund: .0073 (9.09%)***
Money Market Fund: .0052 (6.39%)***
GIC Fund: .0074 (9.23%)***

*Percentages represent change in unit value from previous month.

**Percentages represent total percentage increase over previous 12-month period.

***Percentages represent the most recent returns expressed as an annualized rate. The money market and savings rates change monthly.

Questions, call x61400.

EMPACT!

Win a Wonderful Week in Hawaii

Here's how you become eligible: Stop by the new Ask Mr. Foster Travel on ACC "C" level anytime before Friday, September 16, and register. Then, during your lunch hour on the 16th, join EMPACT! and Ask Mr. Foster Travel in the MU East and West lounges for a celebration of the travel agency's grand opening on campus. The drawing will be at 12:30 (you must be present to win), but there will be refreshments and Polynesian dancers extending from 11 a.m. to 1 p.m. Take note: You can also register for the drawing on the day of the celebration, starting at 11 a.m.

The seven-day/six-night trip includes round-trip air fare, three nights in Maui, three nights on Molokai, inter-island air transportation and a rent-a-car.

What is EMPACT!'s connection with Ask Mr. Foster? The travel agency has committed to sponsoring various campus activities, as you will see in future EMPACT! events.

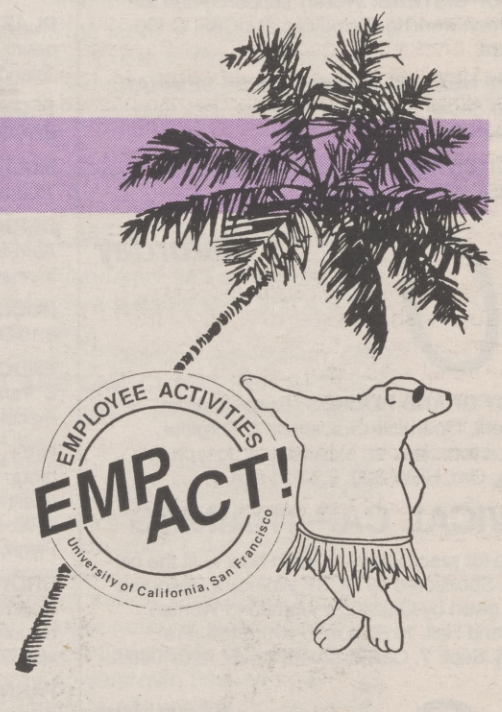
Of further significance:

- **Be one of four UCSF reps in the World Corporate Games.** This fall, San Francisco is hosting the World Corporate Games, in which athletes representing corporations all over the world will compete. EMPACT! plans to enter four UCSF representatives in any of these categories: Track, bowling, canoeing, cycling, diving, power lifting, raquetball, sailing, squash, surfing, swimming, table tennis, triathlon or weightlifting. If you're interested in competing, send your name, category, campus address and phone to EMPACT!, Box 0234, before Friday, September 30.
- **Giants and A's discounts!** See the Oakland A's play the Texas Rangers on Tuesday, September 13; and the SF Giants play Cincinnati on Tuesday, September 27. Pick up your discount tickets at the MU Central Desk.
- **Renaissance Pleasure Faire.** If you're planning to visit this annual event in Novato, be sure to pick up discount tickets at the MU Central Desk. Discount available Labor Day weekend through October 16. Adults: $9.50 (reg. $12.50). Children 12 and under: $4.
- **Phantom of the Opera.** EMPACT! has booked orchestra seats for the Thursday, October 27th performance of this original and spectacular version of Phantom of the Opera, written by Ken Hill. The word is: Kids love it. So do adults. Limited number of tickets at $22.50. Purchase at MU Central Desk.
- **Tennis Tournament Champs.** As you may or may not have known, 16 UCSF net nuts got together on July 29 for the annual summer tennis tournament sponsored by EMPACT! and MU Recreation. MU's Carmen Miller, who is primarily a doubles player and who traditionally has stood by her statement, "I don't play singles," can no longer say that. She played singles for the first time in this tournament, and she came out on top. Carol Landa from the Chancellor's Office came in second.

In the men's competition, Transportation's Workeneh Babu squared off against Reprographics' Johnny Ordoveza. Workeneh led 4-1 until Johnny ran off five straight and took the title.

The winners received $60 gift certificates for "On the Run," and runners-up got tickets to the Lorraine Hansberry Theatre. If you play tennis and are sorry you missed this event, take heart: There will be doubles and singles tournaments this fall. Look for notice in this column.

- **New EMPACT! hotline: x66900.** Call this extension and get an update on all the latest EMPACT! services and upcoming events.



We Won Hanover Foot

Actually, the final results of the August 17 Hanover Corporate Run weren't in at the time of this writing, but it does look like UCSF came in among the top five. Seventy-six campus runners (posing above before the race in their ice green UCSF T-shirts) were among 5,000 participants representing 304 Bay Area companies in this annual 3.5 mile run along the streets of the financial district. See the next issue of Newsbreak *for final race results.*

Medsounds Continued

Been There, Done That, Movin' On

Here's Dennis Brimhall at his good-bye party, walking down memory lane with some of his well-wishers. Associate director of the Medical Center for the past six years, Dennis has taken a new position as director of the University Hospital at the University of Colorado in Denver, where his company car will be a jeep (to cut through mid-winter weather during those middle-of-the-night, rush-to-the-hospital emergencies that all hospital directors encounter).

Among the advantages of the move: He, his wife and four children have moved into their new Denver home, which is twice as big and twice as nice, he says, as their former residence in Martinez. "And the payment is $100 less a month." Among the disadvantages: "One would search a long time to find as fine a group of colleagues as I've enjoyed here." Among these colleagues: (pictured, left to right) Med Center Assistant Director Dan Shydler, Physical Therapy Manager Kathleen Brown and Assistant Vice Chancellor Joanne Lewis.

The question of who will fill Dennis' shoes will remain unanswered until our discussions with Mt. Zion—regarding the feasibility of a relationship between the hospitals—are complete. Meanwhile, the other members of the administrative group each have received an extra little load on his or her shoulders.

Auxiliary Chief's Goal: Exposure for UCSF

Ella Kahn, a former president of the League of Women Voters and a long-time community affairs activist, joined the Med Center Auxiliary just two years ago, last year became vice president, and recently entered into her new post as president for 1988-89.

She was quick to commit, she says, because once she joined the board, she quickly became fascinated and interested in the vast amount of work and research taking place at UCSF. She felt it was important that the community know and understand UCSF's role as a major force in the field of science and health. Her primary goal as president will be to provide exposure for the campus.

"The Auxiliary is an ideal PR arm for the University," she says. "Many of the members are very involved with other groups and have many connections throughout the community."

To give you a sample of her work in the community, it was Ella who inspired a program in the San Francisco high schools to encourage students to exercise their right to vote. "Since 1977, 18-year-olds have had the right to vote, but there was very little awareness and very few voters among this age group. Through this program, students learn about the political system and how they can become an important influence. We're creating new generations of informed and enthusiastic voters. The program has been very successful."

Joining Ella on the 1988-89 Auxiliary Executive Board are past president Penny Marshall, president-elect Betty Hine, first vice president Bobbie Kaiser, second vice president Marylyn Pickler, third vice president Abe Brown, treasurer Betty Silverman and secretary Ilse Steinbach.

MAG Meeting Features President of CAHHS

C. Duane Dauner, president and CEO of the California Association of Hospitals and Health Systems (CAHHS), will be the guest speaker at the third in a series of Management Enrichment Programs sponsored by MAG, the Medical Center's Management Advisory Group, on Tuesday, September 13, at Sinbad's Restaurant on the Bay. The program will begin with a social hour at 5:30; Dauner will speak at 6:30 and dinner will be at 7:15.

All Med Center and campus management staff members and hospital physicians are welcome. Dauner will give his assessment of the current status of health centers and discuss current and pending health-care legislation. Call Rufus Battles, x64502, if you're interested in attending.

Dean Farwood's Star Patient Walks Away with a Useful Gift

The person in the middle giggling over her gift is Celeste White, who lost both legs to a crippling disease 14 years ago; then woke up one morning early in 1988 and decided that this was the year she was going to learn to walk. Under the tutelage of Dean Farwood in our Physical Therapy Department, she kept her word. Before three months had passed, she made headlines when she walked 2 miles —on newly fitted artificial legs—in the San Francisco AIDS Walk.

A couple of weeks ago, when Celeste came in for her last session, she surprised the Physical Therapy staff with a party, in gratitude for all their help and support.

Before she walked away, they had a few surprises for her, too. The one that tickled her the most was Dean's present—a several months' supply of an electrolyte-glucose drink that athletes use for training.

"I introduced it to her when we were training for her AIDS walk," says Dean. "I figured this bag would see her through a few more such events."

Celeste with PT staff members Pamela Corpus (left) and Dean Farwood

Use the Night Shuttle!

As someone said recently (it was Nursing Administration's Carol Moeglein, actually), sometimes we improve services—but no one realizes they are improved, so we continue not to use them.

Case in point: The night security shuttle has been modified to minimize waiting time and provide a safer waiting area:

- The pick-up point after 11 p.m. is now in the well-lighted, well-protected Emergency Department parking lot.
- Between 5 p.m. and midnight, there is an express shuttle in addition to the regular shuttle. The express stops only at Kezar parking lot, Surge parking lot and married student housing. The second shuttle takes passengers to cars within a mile radius of campus between 5 p.m. and 3 a.m.

The night staff continues to express concerns about security, but here is an important and perhaps under-utilized safety measure. If you tried the shuttle in the past and found it inconvenient, try it again in its new, improved state. Questions, call x61414.

Tumor Registry's Toni Rabago, Monique Doane, Kayse Wainwright and Lynda Jacobsen. Missing: Zheenie Cayabyab. At rear: Liz Allan, new Medical Records associate director.

Slightly Belated Welcome to Tumor Registry

This article was supposed to appear in June, when Medical Records celebrated National Medical Record Week and introduced several changes in the department, including the acquisition of the Tumor Registry.

Formerly a part of the Cancer Research Institute, the Tumor Registry switched over to Medical Records last summer; then physically moved their headquarters over to ACC last February. The move had to do with legal requirements, says manager Lynda Jacobsen (nee Church), but the new arrangement is perfectly natural. The Tumor Registry is a part of the medical records department in many hospitals.

The UCSF Tumor Registry is one of the largest and longest established registries in existence. Since 1942 the registry has been tracking patients who have been diagnosed or treated for cancer here. The purpose is twofold: (1) So we can maintain contact with these patients and follow up on their care, and (2) So we can use the data collected for research to improve cancer care.

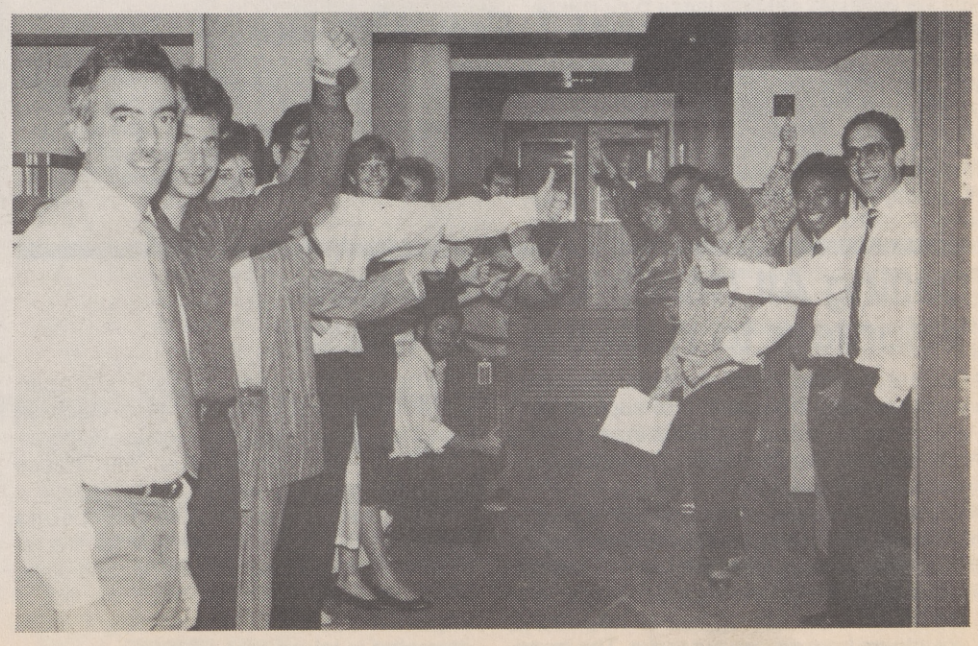
We mentioned above that there were several changes introduced during Medical Records' June open house. What else, beside the Tumor Registry?

- Transcription turnaround time has been reduced from five days to two or three days.
- A messenger service now is available for Medicare documents and delivery of reports.
- The computer system has been improved for easier acquisition of information.

Renovation, Consolidation, Celebration

This photo shows you two things: (1) A glimpse of Hospital Information Systems' spacious new headquarters on the fourth floor of CED; and (2) the HISD staff's approval of these new headquarters. As part of the first phase of a major renovation project at CED, this space was redone to consolidate all the components of HISD, previously scattered between various sites at CED and Parnassus.

Next up in the renovation process is the third floor, the future remodeled home of Patient Accounts, Hospital Accounting, Planning and Marketing, and Budget and Reimbursement. This phase is expected to be finished early next spring. Meanwhile, Hospital Accounting has relocated to the fifth floor, Patient Accounts has relocated to a temporary space on the third floor (in Campus Accounting's old headquarters), Planning and Marketing is on the fifth floor and Budget & Reimbursement will remain on the first floor. Mind-boggling, yes, but at least everyone has the same phone extension as always.



UCSF Medsounds

Volume 3, Number 15 August 27-September 16, 1988

Big Fall Line-Up:

September 29: See Helga with the Auxiliary

Here's an opportunity for a private viewing of Andrew Wyeth's Helga pictures, an invitation to the social event of the season, and the chance to support the Medical Center Auxiliary—all wrapped up in one package. Staff, faculty, students, volunteers, retirees, friends and relatives are heartily welcomed to attend the Auxiliary's "Helga" party at the de Young on Thursday, September 29, from 6:30 to 10 p.m.

Tickets are $25 for UCSF retirees, house staff, students and Auxiliary members; $35 for everyone else. For this, you get your private viewing, lovely music, many hors d'oeuvres, flowing wine and the satisfaction of promoting the Auxiliary's work. Call Joyce in the Auxiliary office immediately to order your tickets, x64906.

Something to consider: If you want to make your appearance and see the collection absolutely free, call above number and volunteer to help with the event.

October 22: Second Annual Staff Picnic!

Yes, it was so marvelous and delicious, everyone wants to do it again. Set aside Saturday, October 22, 11 a.m. to 6 p.m., and plan to attend the big picnic in Golden Gate Park for all the employees of the Medical Center.

Granted, this is two months away, but here are some things you can do right now in preparation:

- Mark you calendar and tell your family members, whom you are invited to bring along. The committee tells us that this year there will be even more games and activities for children than ever.
- Start training for the pre-picnic 5K race and keep an eye out for further news on this event.
- Start recruiting for your departmental baseball and volleyball teams. Remember all that excitement last year when Medical Records and Nutrition & Dietetics were fighting tooth and nail for the softball "Director's Cup?" And Pharmacy and the General Medicine clinics were furiously vying for the volleyball title? Wouldn't your department just *love* to wrestle away the trophies from Medical Records or GM, who ultimately emerged as the champs? Then gather up your team, get practicing, and look for the call for sign-ups coming up in September.
- Start dreaming of barbecued ribs and chicken, hamburgers, hotdogs, watermelon, big chocolate chip cookies, beer, wine, pop, etc., etc. This is not necessarily the menu, but it's reminiscent of last year, and probably something like we'll have this year again.
- Part of the reason the first picnic worked so well is that hoards of people volunteered to cook, etc. Hopefully, the same thing will happen again. Sign up sheets will be available in your department soon.

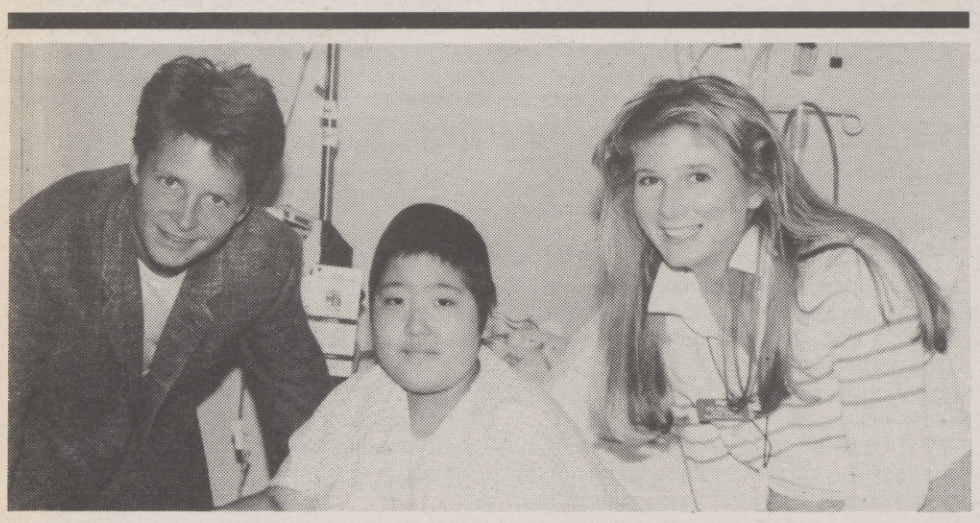
November 5: Volunteer for the Health Fair

While you're marking your calendar for the preceding events, circle one more red-letter date: The Med Center's Fourth Annual Children and Family Health Fair on Saturday, November 5, from 10 to 4 p.m.

Since Millberry Union will be under construction, it is not known at the moment exactly *where* the fair will take place. What is known is that it *will* take place as big and booming as ever, and that right now is the time to rally your resources and come up with a fascinating booth either representing your department or some variety of health promotion.

The success of this event has hinged on the large number of staff volunteers, either participating in a booth or otherwise. The Health Fair planning committee, chaired again this year by Sylvie Khajenoori and Bob Saum, will be knocking on your door soon, sign-up sheets in hand.

P.S. Naturally, you and your family are invited to attend the fair as visitors, simply for your pleasure and mind expansion. Traditionally the fair features dozens of participatory booths and activities for all ages, about which we'll tell you more as the date approaches.



You Heard Michael J. Fox Was Here?

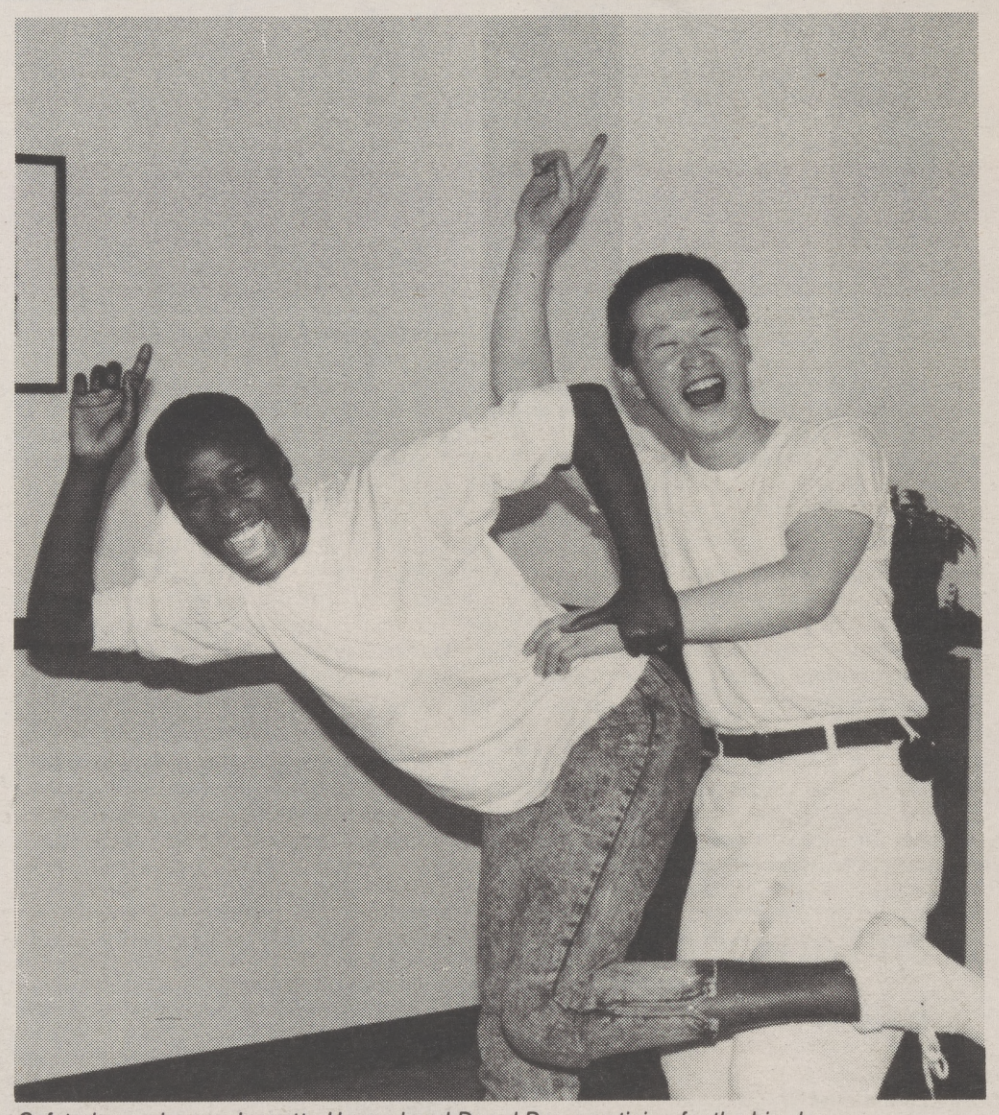
He was indeed, and here he is with 6 Long Medicine's Mimi Healy and patient Michael Song to prove it. During an afternoon off from filming a "Family Ties" segment in San Francisco, he paid a visit to our Children's Medical Center and visited almost every patient. His plan, says Child Life Services' Joan Kazerounian, was to slip in and out of the Medical Center with as little fanfare as possible. But news travels quickly. Apparently a good-sized crowd gathered in the lobby hoping for a glimpse of his getaway.

Calling All Health Care Workers: Volunteer to Help the Homeless

Doctors, nurses, social workers, laboratory personnel and all varieties of support staff are needed to help provide health care for the homeless in San Francisco. Can you volunteer a little time for this?

The San Francisco Department of Health, SF Medical Society and West Bay Hospital Conference have joined forces to expand services for this ever-needy population, and the Med Center has agreed to help recruit volunteers from among our ranks. The immediate need is for volunteers to staff and operate existing clinic sites and help establish new sites. Volunteer opportunities will be arranged for your convenience: You choose the times and locations.

Volunteer Services director Leona Hansen-Nealy is the coordinator for the recruitment program here at UCSF. She plans to turn in a list of volunteers by the first of September, so call her immediately if you're interested in taking part, x63085.



Cafeteria employees Jeanette Howard and Darryl Dea practicing for the big day

'50s Celebration—Everything 50% Off!

On Tuesday, August 30, the last day the San Francisco Room will be open before construction begins, you must stop by the Moffitt cafeteria complex! In commemoration of its roots (it was built in 1954), the cafeteria is staging a '50s celebration throughout the day, lunchtime through dinner. The original intention was to roll back prices to what they were in the '50s, but that was *so* cheap, it ended up that everything will be 50% off. Still, not a bad attraction.

Of course there will be '50s music, to which you can be-bop in the aisles if you please; and you are welcome to roll up your sleeves or wear your poodle skirt. Naturally, there will be tuna and noodles on the menu, and macaroni and cheese, and the greatest attraction of all: Jello. (They were going to feature meatloaf and mashed potatoes as well, but changed it to hot roast beef sandwiches at the last minute, because they were afraid that even at half price, no one would come.)

Here's the best part: Between 2 and 4 p.m., the San Francisco Room is turning into a soda fountain, featuring root beer floats very cheap. If you bring your UCSF mug, or buy one, it will be even cheaper. If you wear Brylcreem in your hair, it will be free. (Not really.)

Cafeteria Construction Begins, But Food Service Won't Miss a Beat

Starting August 30 and continuing for approximately the next 18 months, the Moffitt cafeteria complex will undergo a complete renovation that will change the face of the current food acquisition system. You may find this concept more palatable by bearing in mind the following facts:

- Throughout the construction the cafeteria will continue to provide food service for the same number of staff, students, patients and visitors as it does now.
- The renovation communications committee has carefully outlined the interim program that will make the above possible and blanketed the campus with this information. You will notice money-saving incentives and other attractions included in this plan.
- After 18 months, which will pass in a flash, we'll have a new, roomier, more comfortable, attractive and altogether much better cafeteria and meal service program.

If you want to become an expert on how to successfully survive and even thrive during these 18 months, the suggestion is to look through the material provided by the committee, which you will find posted in your department. The highlights are as follows:

- While the San Francisco Room is closed, traditional fare still will be available in the Golden Gate Room, which will offer extended lunch hours: 10:30 a.m. through 3 p.m. daily.
- If you buy your lunch between 10:30 and 11:30 a.m. or 1:30 and 3 p.m., you'll get a 15% discount.
- A take-out food facility, "Lunch to Go", will be located in the former vending room.
- "Lunch to Go" will accept advance group orders of $20 or more (see order form and number to call, etc., in your information package), which will be delivered free to your department during the lunch hour. If someone picks up the order, you'll get a 15% discount. You can pay either with cash or by department recharge.
- The vending service is now located adjacent to the Golden Gate Room (in the former doctor's dining area.)
- In order to better accommodate employees, outside visitors will be asked to avoid using the Golden Gate Room between 11:30 a.m. and 1:30 p.m.

The members of the communications committee are very anxious to make this program work, and to help you work out any individual departmental problems. They invite you to call upon them for help, or to offer suggestions, comments, complaints. They are:

Leon King (chair), Nutrition and Dietetics, x61461
Rufus Battles, Patient Accounts, x64502
Kathleen Brown, Physical Therapy, x61715
Janet Cole, School of Medicine, x64561
Eva Doering, School of Nursing, x62079
Larry Ellis, LPPI, x67508
Maura Hopkins, Critical Care, x65621
Marilyn Jacobson, cafeteria manager, x61461
Kyra Janssen, Quality Assurance, x65136
Susan Janvrin, Maternal Child Nursing, x61352
Barbara Jones, Campus Housing, x62231
Pauline Lew, Pharmacy, x61181
Duffy Price, Nuclear Medicine, x61521
Kathleen Wesner, finance, x65341
Donna Williams, Nutrition and Dietetics, x61461
Pat Wong, nursing, x65489